User Manual

Version 1.0 - November 2012

IP.Notes

Production Control

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1. Introduction

1.1. Purpose

IPNotes running on iPad is an on-the-go logging application that integrates with IPDirector through XML import and export.

Users can prepare their work before leaving the facility by importing keyword grids and prepared logsheets to their iPad.

They can then go on the field to log anything from an interview to a sports event.

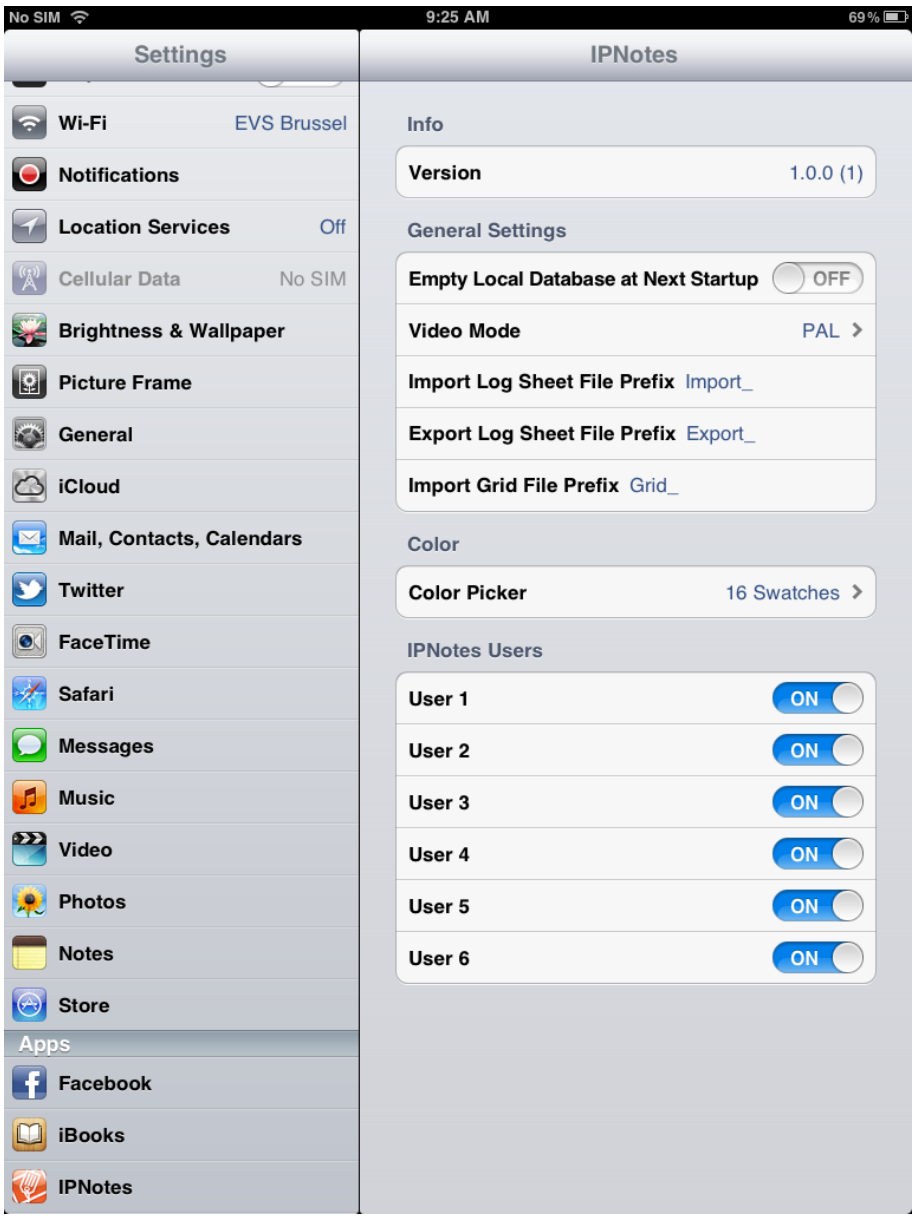
Once logging is finished, the logsheet is exported in XML from the iPad and can be re-imported to IPDirector. Contributions from several loggers can be concatenated in a single log sheet.

1.2. Workflow

2. Configuring IPNotes

2.1. Accessing the Settings

Tap the Settings icon on your iPad Home screen, and then, in the Settings column under Apps, select IPNotes.



2.2. Overview of the Settings

The settings are divided into the following four categories:

- Info
- General Settings
- Color
- IPNotes Users

2.2.1. Info

In this field you can see the software version of IPNotes. Each time you download a new version of IPNotes, this field will be updated.

2.2.2. General Settings

Empty Local Database at Next Startup

When you switch on this setting, the local database will be automatically emptied at the next start-up. All your data will be lost. By default, this setting is switched off. Once the local database is emptied, this setting is automatically switched off again.

Tap **Empty Local Database at Next Startup** to switch it on or off.

Set the Video Mode

Select **IPNotes >Video Mode**, then choose the video mode you want. You can choose between PAL and NTSC. This will have an impact on the time code displayed in the **Time Code** field of the Log Creation pane. If you select PAL, the time code will have a frame rate of 25 frames per second and the notation will be HH:MM:SS:FF.

If you select NTSC, the time code will have a frame rate of 29.97 frames per second and the notation will be HH:MM:SS;FF.

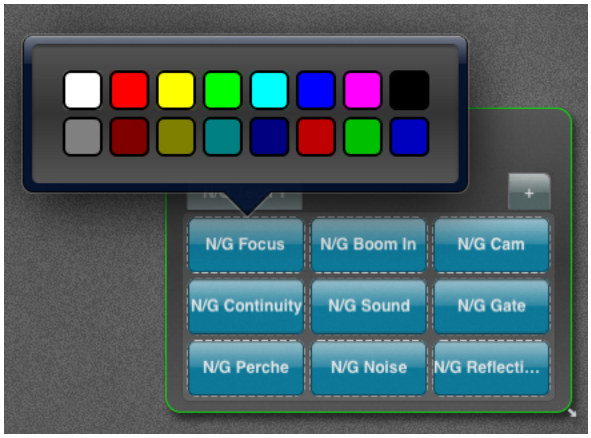
2.2.3. Color

Select Color Picker

IPNotes allows you to choose the color of each keyword grid button by means of a color picker. In the **Color Picker** field, you have to define which type of color picker will appear

by default.

The simple color picker (16 Swatches) only consists of a set of 16 predefined colors.



The full color picker also has a color wheel, a luminance slider and a field for previewing the selected color.

2.2.4. IPNotes Users

Choosing Predefined Users

IPNotes offers you six predefined users. Users you switch on here become automatically available in the Select a User screen for each new project. By default, all the users are switched on.

Tap the users to switch them on or off.

2.2.5. Define Log Sheet and Keyword Grid File Prefix

IPNotes allows you to import log sheets and keyword grids prepared in IPDirector and export the log sheets again. The log sheets and keyword grids are imported and exported in the form of an XML file. To make a clear distinction between the imported log sheets and keyword grids and also between the imported and exported log sheets, a file prefix has to be added. Three field are provided that allow you to define the file prefix. By default, the following file prefixes have already been defined: Import_, Export_ and Grid_. You can also enter your own file prefixes.

To enter a new file prefix, tap the corresponding field.

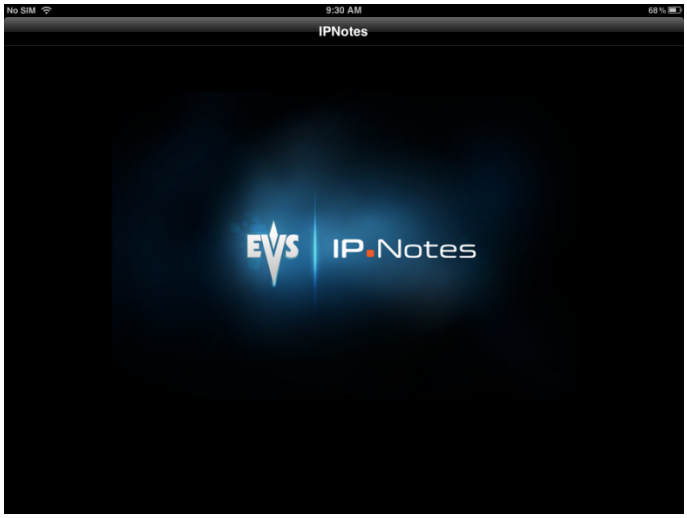
3. Getting Started

3.1. Opening IPNotes

3.1.1. By Tapping the IPNotes Icon

To open IPNotes, tap its icon on the iPad Home screen.

If IPNotes is opened for the first time, the IPNotes splash screen appears.



Shortly after, the Select a User screen is shown.

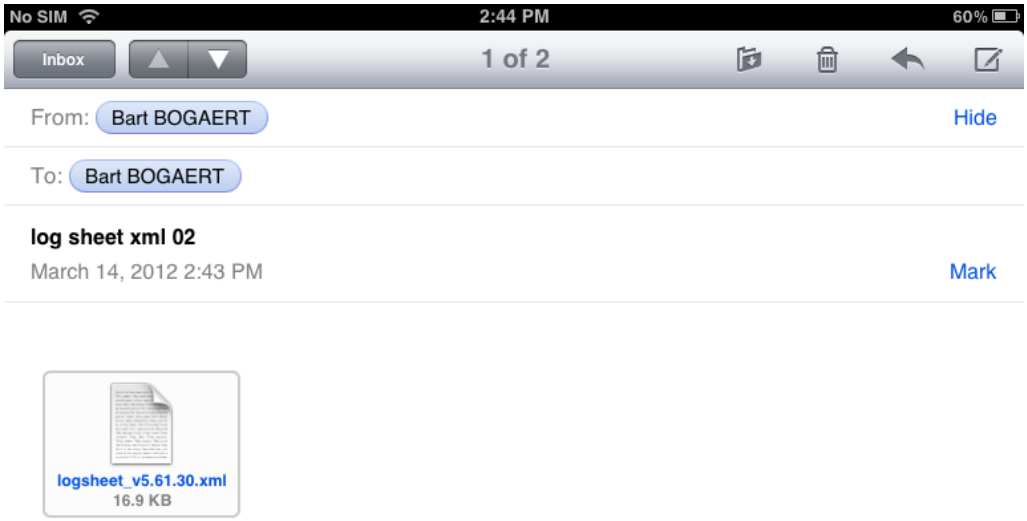
If IPNotes is already running in the background, then the last screen you visited will be shown. In case this was the Select a Log Sheet screen, newly added log sheets will be updated in the list.

Press the **Home** button to return to the iPad Home screen. All open pop-ups will be closed and IPNotes will run in the background.

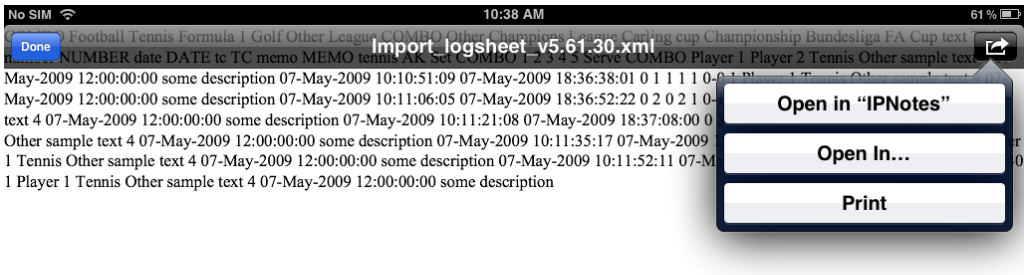
3.1.2. From Other iPad Applications

IPNotes can also be opened from within iPad applications that have access to the log sheet and keyword grid XML files exported from IPDirector and that have not yet been imported into IPNotes.

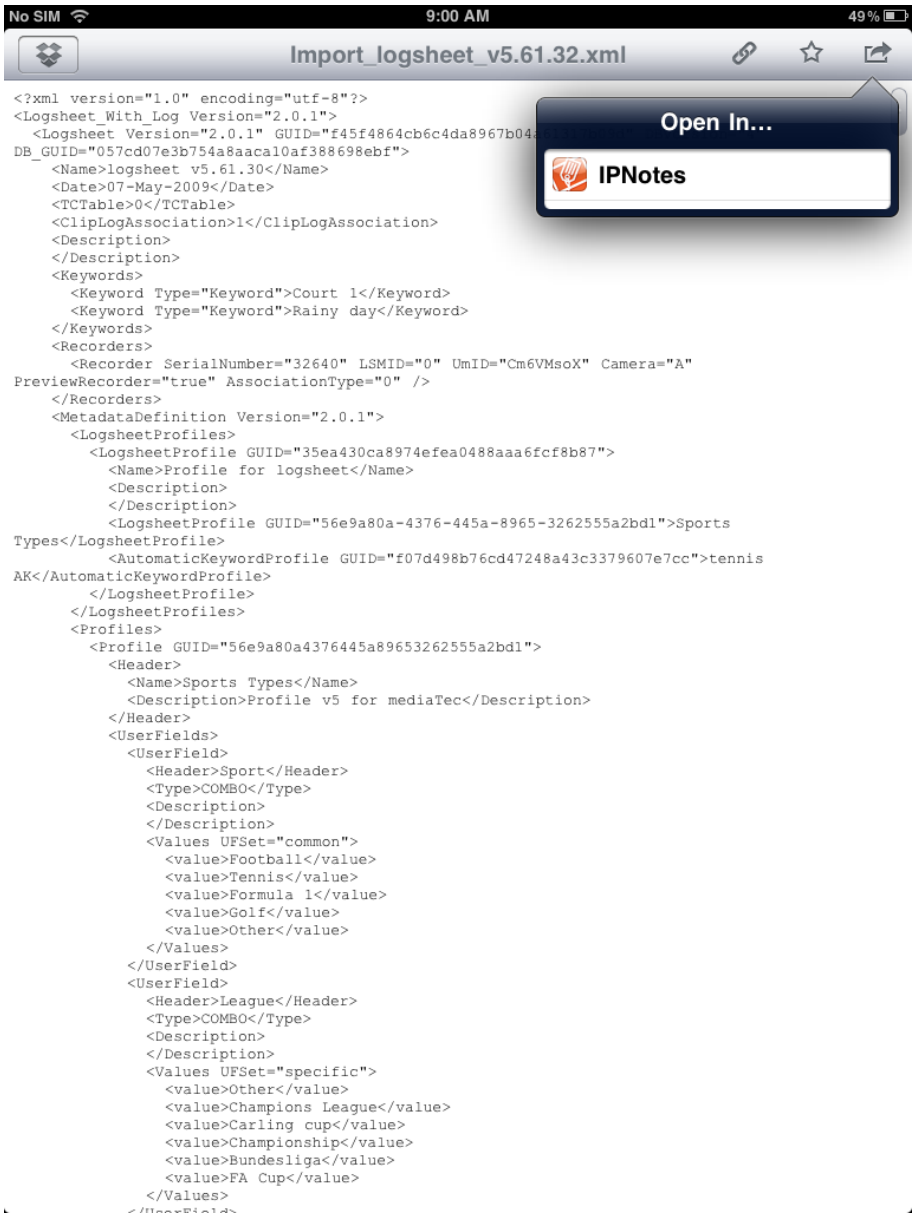
IPNotes can be opened from log sheets and keyword grids that were sent as attachment in an e-mail message.



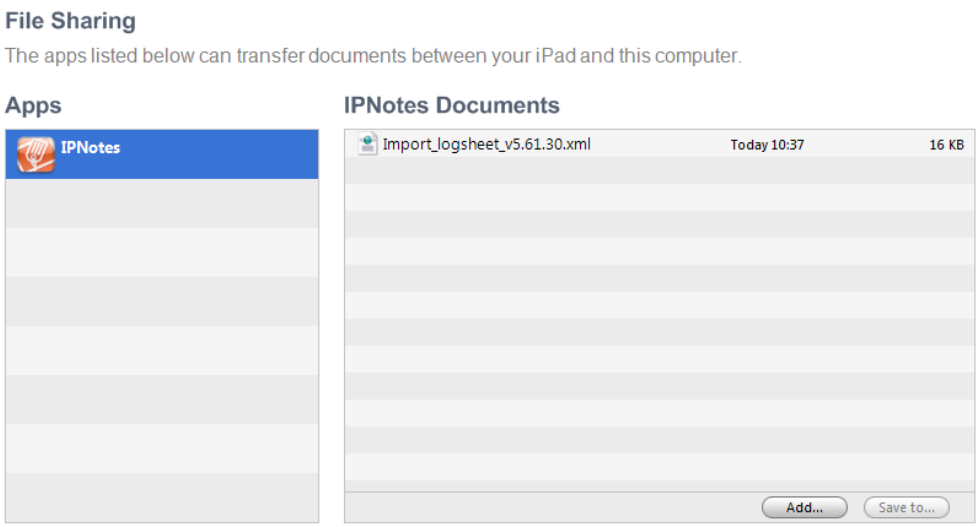
Open the log sheet or keyword grid, tap and select **Open in IPNotes**.



IPNotes can also be opened from within a file-handling application like DropBox. Open the log sheet or keyword grid, tap and select Open in IPNotes.



If you select the option **Open in IPNotes**, the current application will move to the background and IPNotes will open. IPNotes will copy the log sheet or keyword grid XML file to its Documents directory. This directory can be consulted in iTunes under **Apps > File Sharing**.



If IPNotes is opened for the first time, the IPNotes splash screen appears and then the Select a User screen is shown.

If IPNotes is already running in the background, and you have selected the option **Open in IPNotes** for a log sheet XML file, the Select a Log Sheet screen is shown and the new log sheet is highlighted in gray indicating that it hasn't been imported in the IPNotes database yet.

If IPNotes is already running in the background, and you have selected the option **Open in IPNotes** for a keyword grid XML file, the last screen you visited will be shown.

3.2. Selecting a User

3.2.1. About Users

Multiple journalists and/or assistant producers can be present at an Electronic News Gathering (ENG) shooting. Each of them can contribute to the same log sheet.

IPNotes offers 6 predefined users, but it also allows to create custom users.

Each user has its own colored locator. The locator is associated to the logs entered by this user. The layout of the main screen is linked to a particular user.

3.2.2. Select a User Screen

The Select a User screen appears at start-up.

It lists the predefined users you have turned on in the settings and/or the custom users you have added. You can add new and edit and delete existing users.

3.2.3. How to Select a User

To select a user in the Select a User screen, tap his/her name.

3.2.4. How to Add a New User

To add a new user to the Select a User screen, proceed as follows:

1. Tap **Edit** in the Title bar.

   The Select a User screen enters into Edit Mode. You can now add a new user.

2. In the Title bar, tap **+**.

   A pop-up and the onscreen keyboard appear.

3. Enter a name for the user. Note that the name can be maximally 24 characters long.

4. Tap the colored locator and select a new color from the color picker.

The following colors are available: red, green, yellow, grey, blue, orange.

5. Tap **OK.**

   The new user is added to the Select a User screen. If it already contains users, the new user is added below the existing users.

6. In the Title bar, tap **Done** to close the Edit Mode again.

3.2.5. How to Edit a User

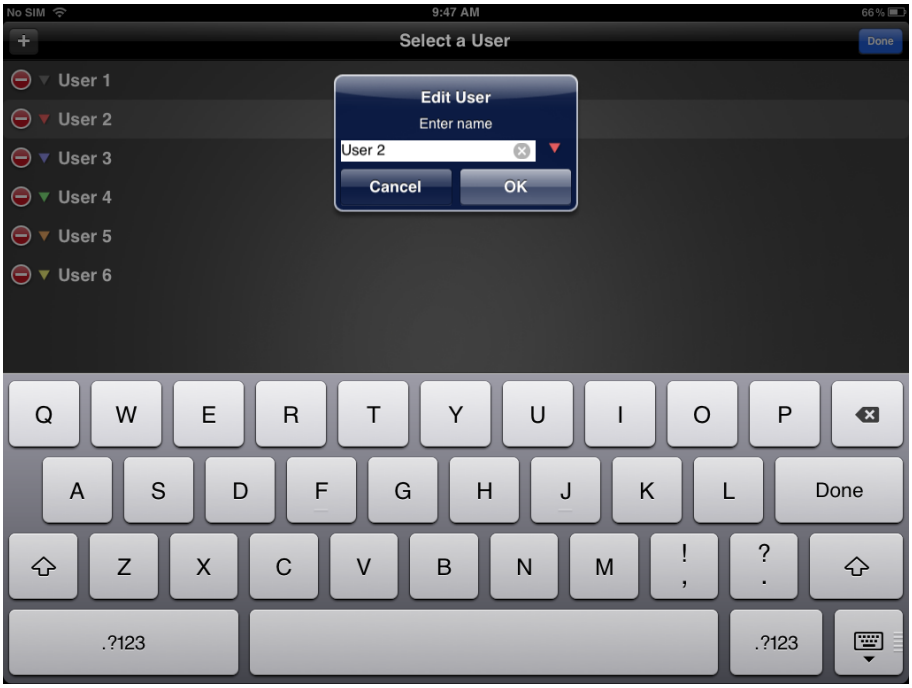
To edit the name of a user that is displayed in the Select a User screen or to change the color of its locator, proceed as follows:

1. In the Title bar, tap **Edit**.

   The Select a User screen enters into Edit Mode. You can now edit the name of the users that are displayed.

2. Tap the name of the user you want to edit.

   A pop-up appears.



3. Do one of the following:
   - Use the onscreen keyboard to edit the user name. Tap in the text field to delete it entirely.
   - Tap the colored locator and select a new color from the color picker.

   The following colors are available: red, green, yellow, gray, blue, orange.
4. Tap **OK**.
5. In the Title bar, tap **Done** to close the Edit Mode again.

Note

If you change the locator color of a particular user, the locator color of all logs already made by that user will also change.

3.2.6. How to Delete a User

To delete a user from the Select a User screen, proceed as follows:

1. In the Title bar, tap **Edit**.

   The Select a User screen enters into Edit Mode. You can now delete users.

2. Tap ⛔ next to the user you want to delete.
3. Tap **Delete**.

4. In the Title bar, tap **Done** to close the Edit Mode again.

Warning

If you delete a user, all logs belonging to this user will be deleted as well.

3.3. Selecting a Log Sheet

3.3.1. About Log Sheets

IPNotes is used to create log entries which relate events with time codes,log rating and metadata. These log entries are kept in a log sheet XML file.

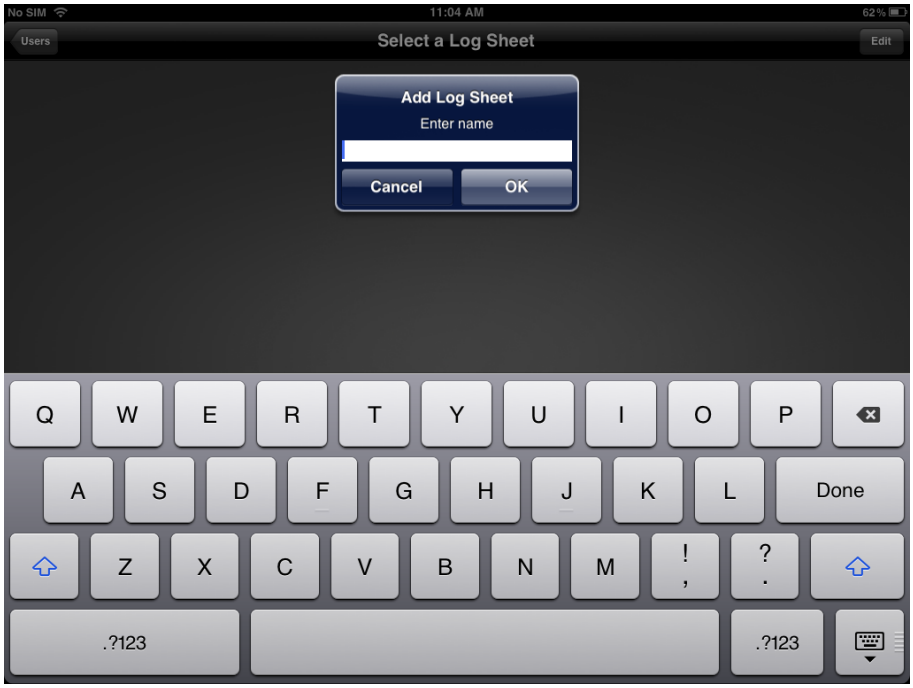
Log sheets can be imported from IPDirector, but IPNotes also allows to create log sheets locally.These log sheets can be exported as XML files and imported into IPDirector.

3.3.2. Select a Log Sheet Screen

As soon as you have selected a user, the Select a Log Sheet screen opens.

In Stand Alone Mode, the log sheets that you have created locally and the ones that you have imported from IPDirector are listed here. The log sheets that already exist in the local IPNotes database appear as white entries in the list. The log sheets that are in the IPNotes Documents directory, but that are not yet available in the local IPNotes database, are displayed as gray entries in the list.

If no log sheets have been added or imported yet, a pop-up will automatically appear asking you to do so.



In the Title bar, a button is provided to return to the Select a User screen.

3.3.3. How To Add a Log Sheet

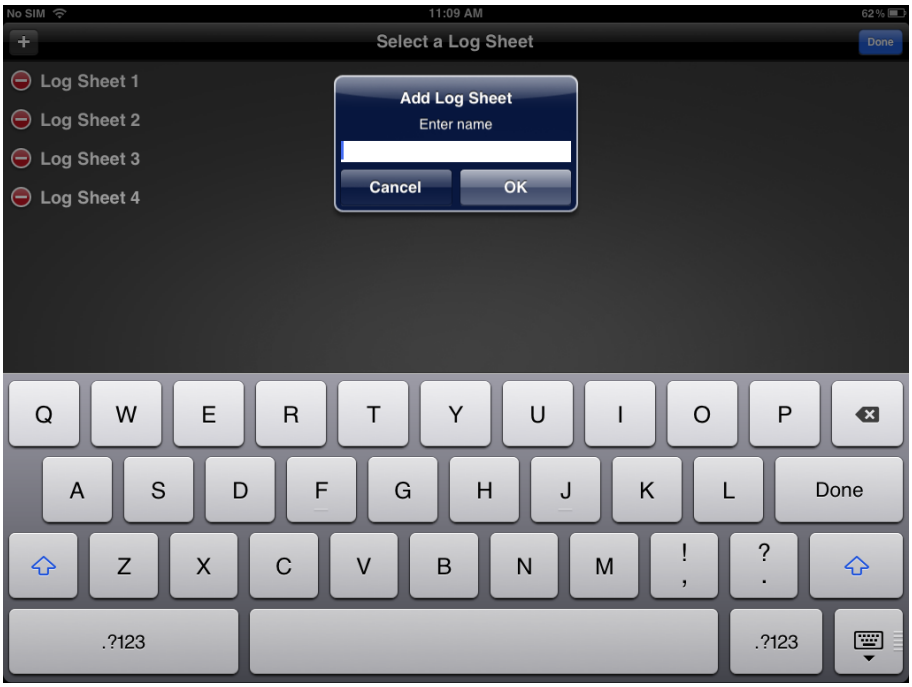
To add a new log sheet to the Select a Log Sheet screen, proceed as follows:

1. In the Title bar, tap **Edit**.

   The Select a Log Sheet screen enters into Edit Mode. You can now add a new log sheet.

2. In the Title bar, tap **+**.

A pop-up and the onscreen keyboard appear.



3. Enter a name for the log sheet, and then tap **OK**. Note that the log sheet name can be maximally 64 characters long.

   The new log sheet is added to the Select a Log Sheet screen. If it already contains log sheets, the new log sheet is added below the existing log sheets.

4. In the Title bar, tap **Done** to close the Edit Mode again.

3.3.4. How to Select a Log Sheet

To select a log sheet in the Select a Log Sheet screen, tap its name.

If you select a gray log sheet entry, IPNotes will first import the log sheet into its local database, and then the main screen will open.

If you select a white log sheet entry, the main screen will open immediately.

3.3.5. How to Import a Log Sheet

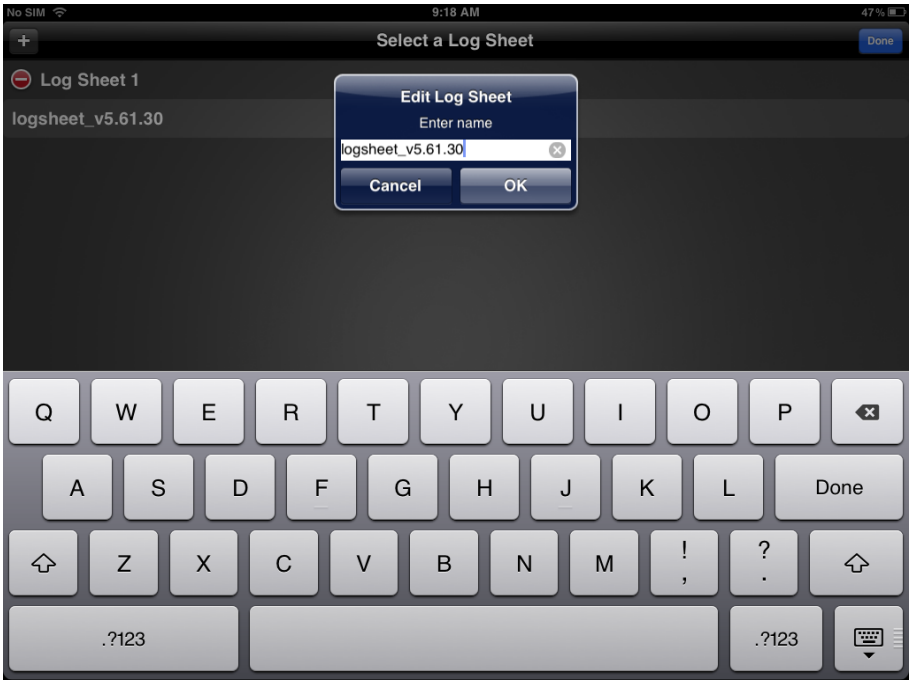
There are two possible ways to import a log sheet from IPDirector into the IPNotes database:

1. Select the log sheet you want to import.

   IPNotes will import the log sheet into its database. The main screen will open. The logs contained in the log sheet are displayed in the Logs pane. The keywords contained in the log sheet are imported into the Keyword Dictionary.

2. Click the **Edit** button to open the Select a Log Sheet screen in Edit Mode, and then select the log sheet you want to import.

   IPNotes will import the log sheet into its local database, and then a pop-up will appear allowing you to modify the name of the newly imported log sheet.



3.3.6. How to Edit a Log Sheet

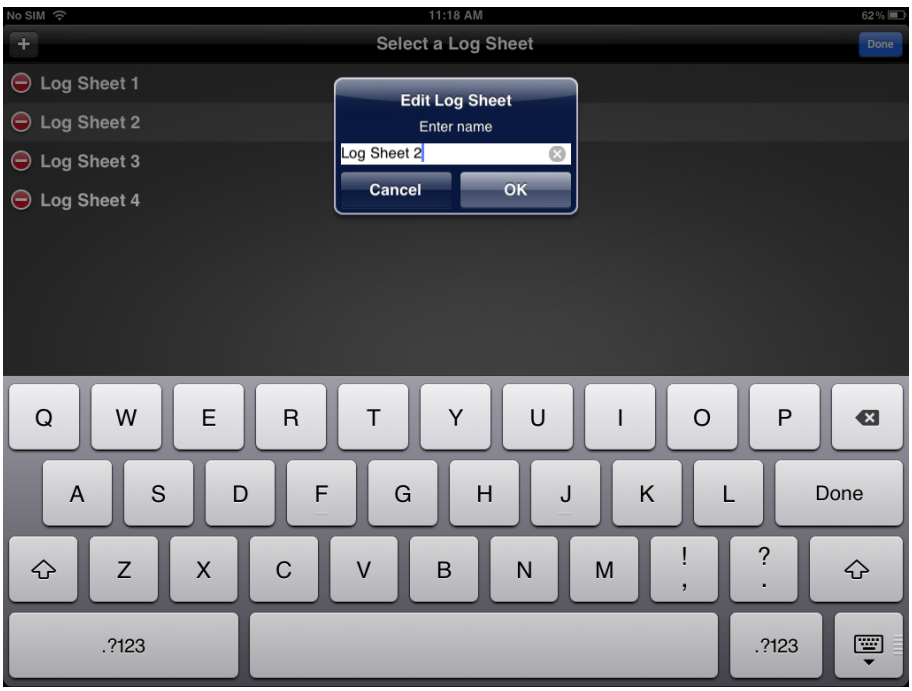
To edit the name of a log sheet that is displayed in the Select a Log Sheet screen, proceed as follows:

1. In the Title bar, tap **Edit**.

   The Select a Log Sheet screen enters into Edit Mode. You can now edit the name of the log sheets that are displayed.

2. Tap the name of a log sheet to select it.

   A pop-up appears.



3. Use the onscreen keyboard to edit the log sheet name. Tap in the text field to delete it entirely.
4. Tap **OK**.
5. In the Title bar, tap **Done** to close the Edit Mode again.

   In case you change the name of a gray log sheet entry, IPNotes will first import the new log sheet into its local database.

3.3.7. How to Delete a Log Sheet

To delete a log sheet, proceed as follows:

1. In the Title bar, tap **Edit**.

   The Select a Log Sheet screen enters into Edit Mode. You can now delete existing log sheets.
2. Tap next to the log sheet you want to delete.
3. Tap **Delete**.

   If you delete the last remaining log sheet, a popup will appear asking you to add a new log sheet.
4. In the Title bar, tap **Done** to close the Edit Mode again.

Note

Log sheets that have not yet been imported in the local IPNotes database, i.e. the gray entries in the Select a Logsheet screen, cannot be deleted. The only way to delete them is by removing them from the IPNotes Documents directory.

4. Selecting a Screen Layout

4.1. Overview of the Main Screen

The IPNotes main screen allows you to manage keyword grids and keywords, make logs and assign an interest level to them and export log sheets.

4.1.1. Title Bar

The Title bar displays the name of the log sheet you selected. In the left corner, a button is provided to return to the Select a Log Sheet screen. In the right corner, you also find buttons. The first button ( ) is used to unlock and lock ( ) the layout of the main screen. With the second button ( ) a pop-over can be opened that allows you to open the selected log sheet in a file handling application or to send it as an e-mail attachment.

4.1.2. Available Panes

The following panes are always displayed in the main screen:

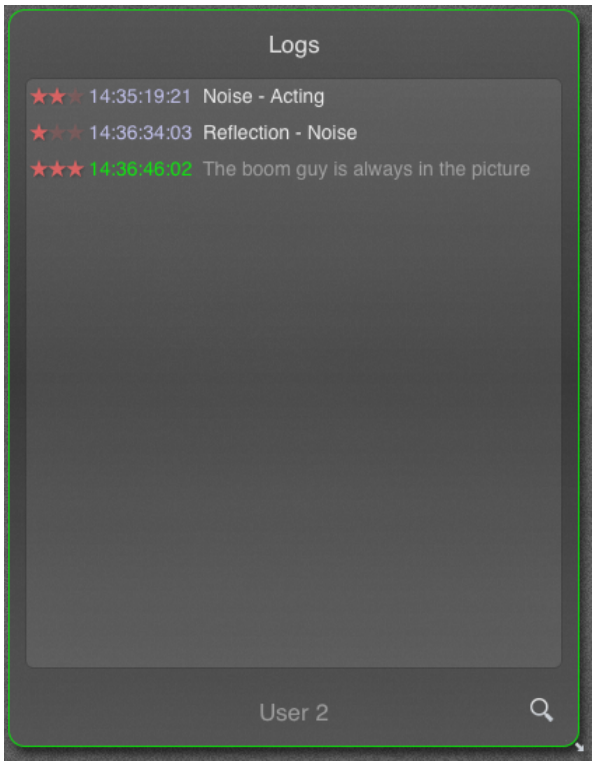
- Logs
- Log Creation

The following panes can be hidden or revealed:

- Log Rating pane
- Keyword grids

4.1.3. Pane Description

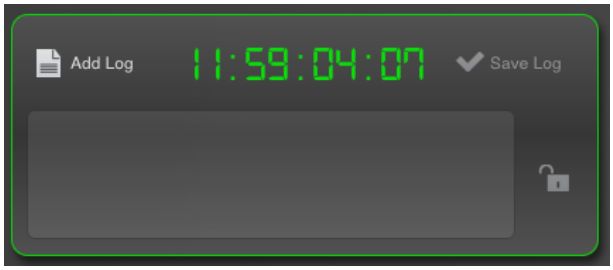
Logs Pane



This pane contains a list with logs. The logs are displayed together with their log rating and time code. The stars have the same color as the colored locator associated to the user who created the logs. Private logs are grayed out and their time code is highlighted in green.

Logs are entered in “last item below” order. In the bottom right corner of the pane a button is provided to filter the logs by user. The name of the selected user is displayed in the middle.

Log Creation Pane



This pane is used to add new and edit existing logs. In Stand Alone Mode, the **Time Code** field can display the device time code or a custom time code. A button is provided to make a log private or public.

If you select a log in the Logs pane, the Log Creation pane will display this log.

Log Rating Pane

The Log Rating pane allows you to assign an interest rating to a log. Four levels of log rating can be used to define a log. By default, they are 'No rating', 'OK', 'Good' and 'Best. The background of the button corresponding to the selected interest level is in green. If you select a log in the Logs pane, the Log Rating pane takes over the rating of the selected log. Each time a log is saved, the Log Rating pane is reset.

Keyword Grids

Keyword grids contain custom or predefined keywords you can assign to a log. Keyword grids can be imported from IPDirector but can also be created locally in IPNotes and added to the main screen.

4.2. Customizing the Main Screen Layout

4.2.1. Introduction

The layout of the IPNotes main screen can be customized to fit the needs of various users. Existing panes can be resized, rearranged, hidden and revealed again, and keyword grids can be added or deleted.

The customized screen layout is associated to the user you use to log in. So, this layout will be displayed next time you log in with this user.

4.2.2. Locked vs. Unlocked Mode

By default, the main screen opens in Locked Mode. This means that you cannot change its layout. To unlock the main screen, tap in the Title bar. To make the user clear that the main screen enters into Unlocked Mode, the panes that are visible in the main screen wiggle briefly. In Unlocked Mode ( ) you can add, resize, rearrange, hide and delete panes.

4.2.3. Rearranging and Resizing Panes

How to Rearrange Panes

To rearrange a pane in the main screen, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Arrange a pane by dragging it by its border.

   While dragging, the pane border is red. Blue smart guides appear to help you position a pane relative to another pane.

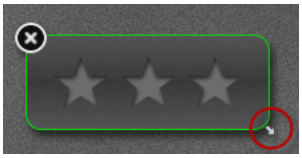
3. In the Title bar, tap to lock the layout of the main screen again.

How to Resize Panes

To resize a pane in the main screen, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.

   A small, downward pointing arrow appears at the bottom right corner of each pane.



2. Adjust the size of the appropriate pane by dragging the small arrow.

   While resizing, the pane border is red.

3. In the Title bar, tap to lock the layout of the main screen again.

4.2.4. Hiding and Revealing Panes

Only keyword grids and the Log Rating pane can be hidden and made visible again. The other panes are always visible in the main screen.

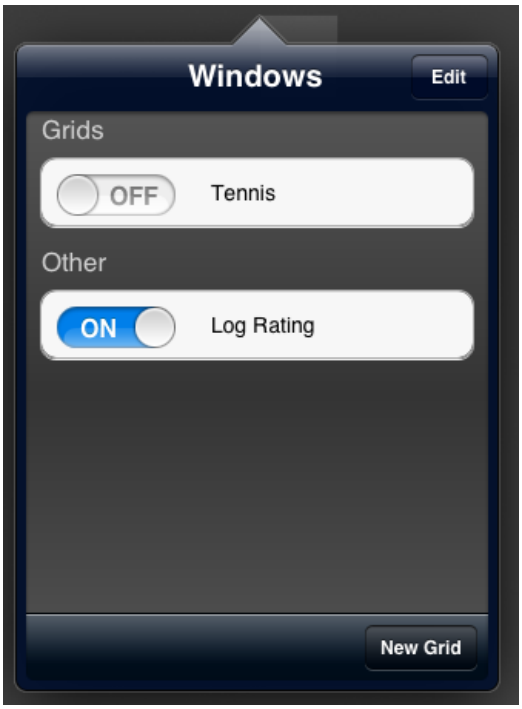
How to Hide Panes

To hide the Log Rating pane and/or a keyword grid, proceed as follows:

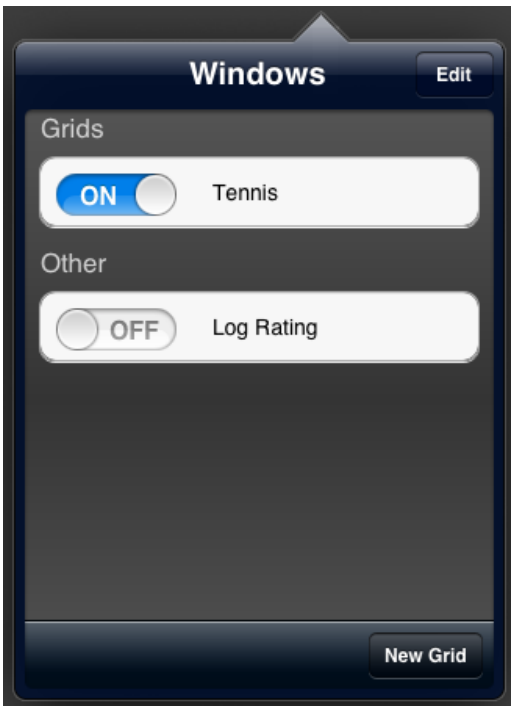
1. In the Title bar, tap to unlock the layout of the main screen.
2. Do one of the following:

- Tap in the top left corner of a keyword grid or the Log Rating pane to hide it.
- Pinch your fingers apart.

  A popover appears that displays the name of keyword grids that you have created and also the Log Rating pane. Those that are switched on are visible in the main screen. Go to step 3.



3. Switch off the Log Rating pane and/or the appropriate keyword grid(s) by tapping the corresponding switch.



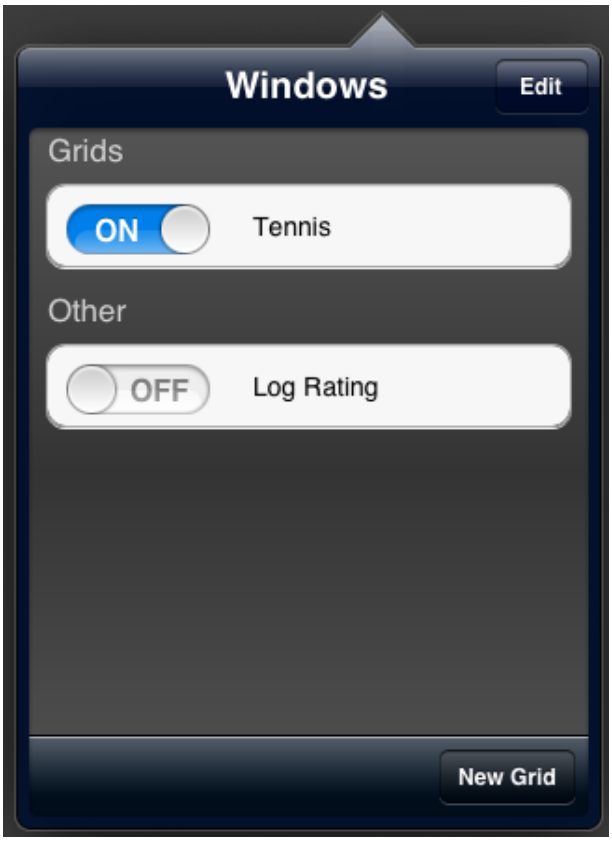
4. Tap outside the popover to close it again.
5. In the Title bar, tap to lock the layout of the main screen again.

How to Reveal Panes

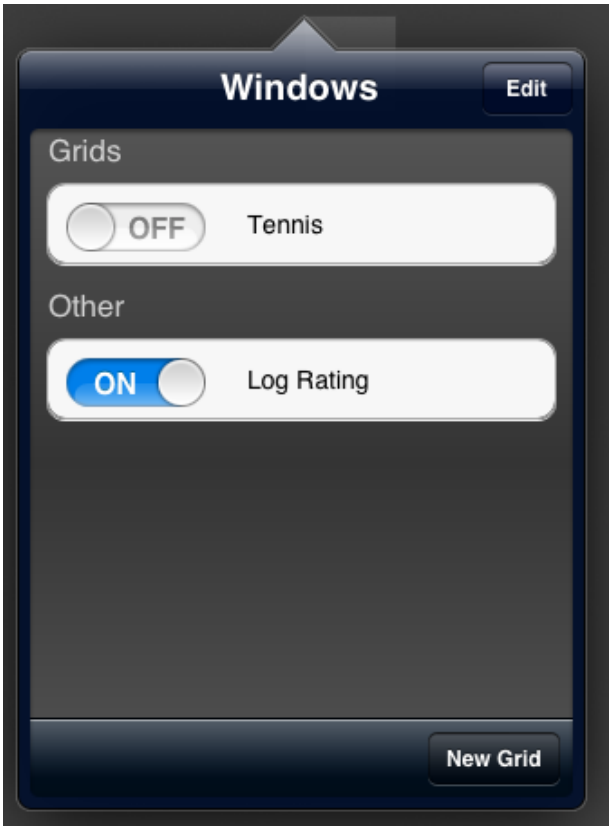
To make the Log Rating pane and/or a keyword grid visible in the main screen, proceed as follows:

1. In the Title bar, tap ⚙ to unlock the layout of the main screen.
2. Pinch your fingers apart.

   A popover appears that displays the name of keyword grids that you have created and the Log Rating pane. Those that are switched off are not visible in the main screen. Go to step 3.



3. Switch on and make visible the Log Rating pane and/or the appropriate keyword grid (s) by tapping the corresponding switch.



4. Tap outside the popover to close it again.
5. In the Title bar, tap to lock the layout of the main screen again.

4.2.5. Adding New Panes

You can create one or more new keyword grids and add them to the main screen. See section "Creating Keyword Grids" on page 28.

5. Managing Keywords and Keyword Grids

5.1. About Keywords and Keyword Grids

A keyword grid is a pane in the main screen that consists of one or more tabs. Each tab groups a number of related keywords in keyword buttons. You can create a keyword grid step by step, or you can base your new keyword grid on an existing keyword grid. This existing keyword grid can be created by you locally or can be imported from IPDirector.

5.2. Creating Keyword Grids

5.2.1. Introduction

There are two ways to create a keyword grid:

- The first way is to create a grid step by step. You create an empty grid, add one or more tabs and keyword buttons, and finally assign keywords.
- The second way is to base your keyword grid on a keyword grid imported from IPDirector.

The second way is much faster. The tabs, keyword buttons and keywords are automatically added to the grid, and the grid and tabs are automatically named.

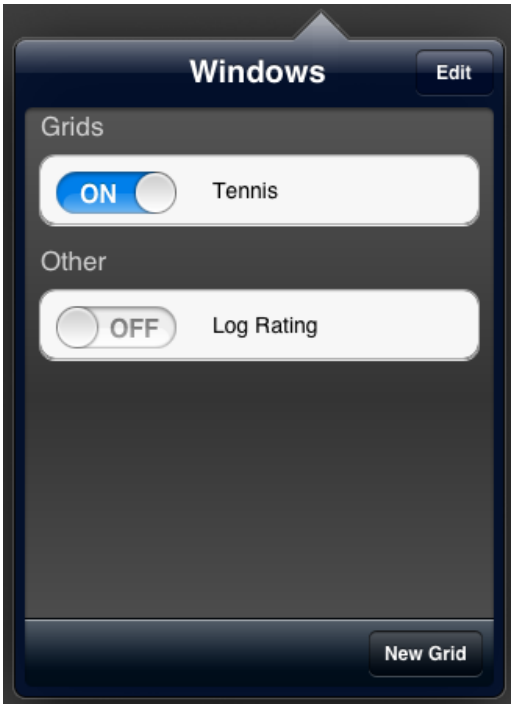
5.2.2. Creating a Keyword Grid Step by Step

Step 1: Creating an Empty Keyword Grid

To create an empty keyword grid, proceed as follows:

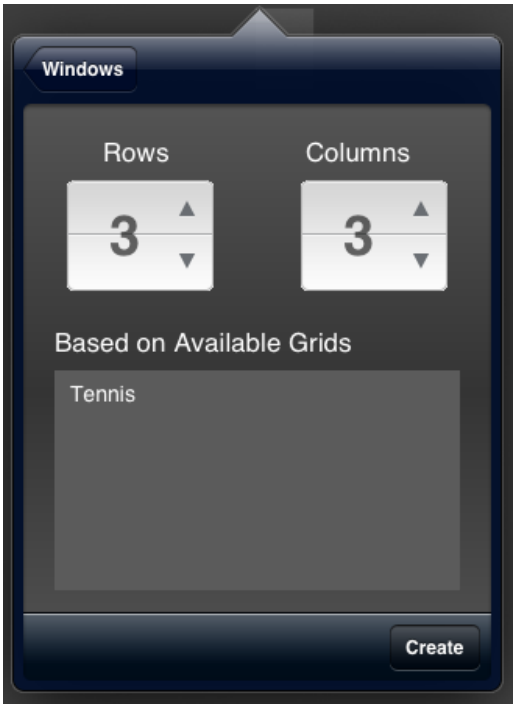
1. In the Title bar, tap to unlock the layout of the main screen.
2. Pinch your fingers apart. IPNotes will use the pinch gesture boundaries for the dimensions of the grid.

   A popover appears that allows you to create new keyword grids and also to hide and reveal panes and grids in the main screen. The Grids area displays the keyword grids that have already been created. The Other area displays the Log Rating pane.



3. Tap **New Grid**.

   A window appears that allows you to create a new, empty keyword grid or base your new keyword grid on an existing keyword grid. It also allows you to determine the dimensions of your new grid. By default, 3 rows and 3 columns are selected.



4. Determine the number of rows and columns for your keyword grid, and then tap **Create**.

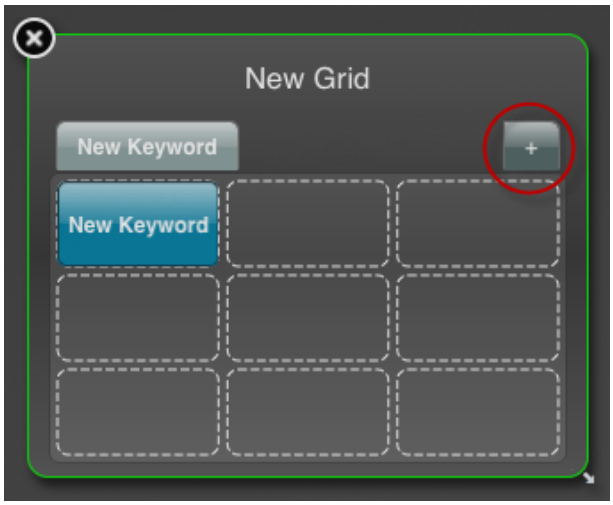
   A new, empty keyword grid is added to the main screen taking into account the pinch gesture boundaries and the stepper values.

5. Resize and position the new keyword grid. See section "Rearranging and Resizing Panes" on page 23.

Step 2: Adding Tabs

When you create a new, empty keyword grid, IPNotes automatically adds a first tab and a first, empty keyword button. A default value (**New Keyword**) is used as tab name and keyword. The keyword button gets a default blue color.

To add additional tabs, tap **+** in the keyword grid.



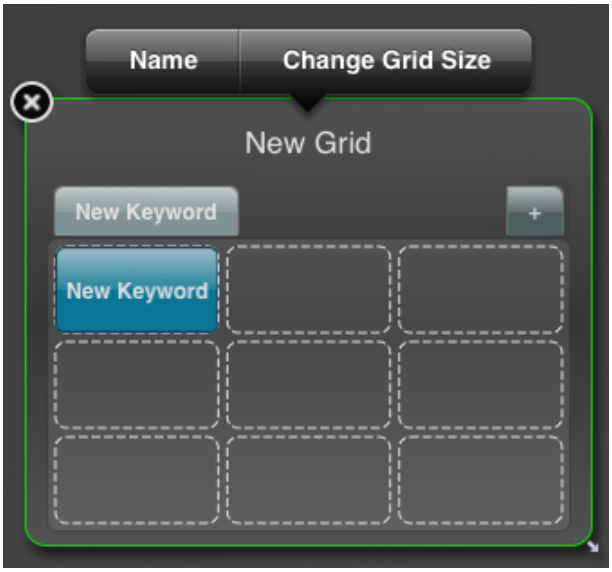
Step 3: Naming the Grid and the Tabs

Once you have created the empty grid and added one or more tabs, you have to name the grid and the tabs. You can choose an existing keyword as name for your grid or for a tab, or you can create a new keyword and assign it.

To name a tab, proceed as follows:

1. In the new keyword grid, do one of the following:
   - Tap the grid or tab title once.

     A popover appears. Go to step 2.

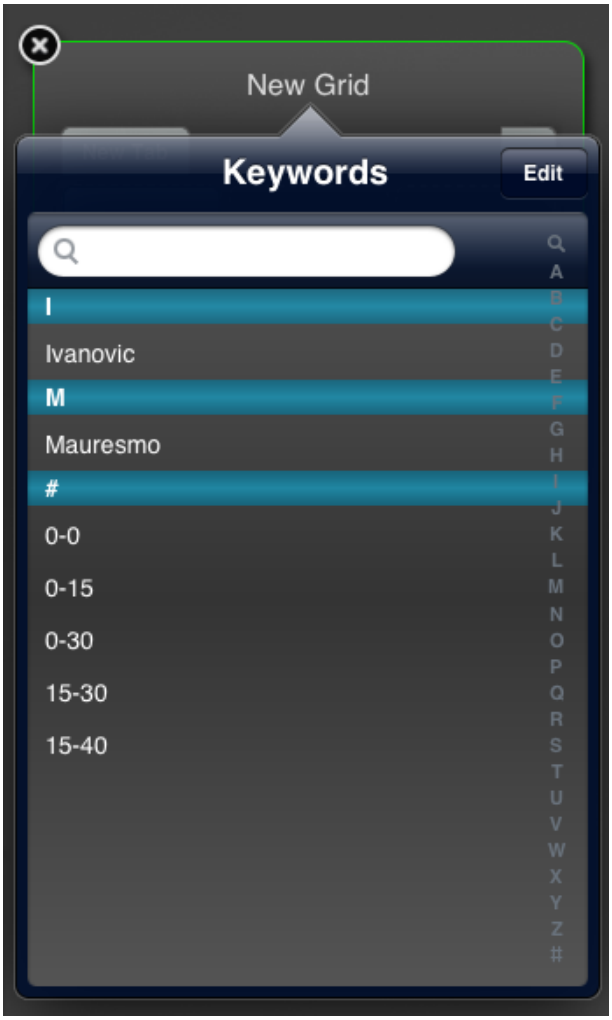


- Double-tap the grid or tab title.

  The Keyword List opens.

2. Tap **Name**.

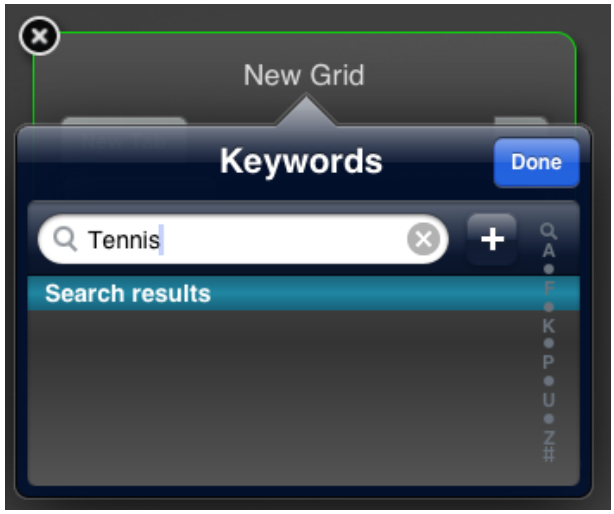
   The Keyword List appears. It contains the keywords created by you and by other users and the keywords contained in the log sheets and keyword grids imported from IPDirector.



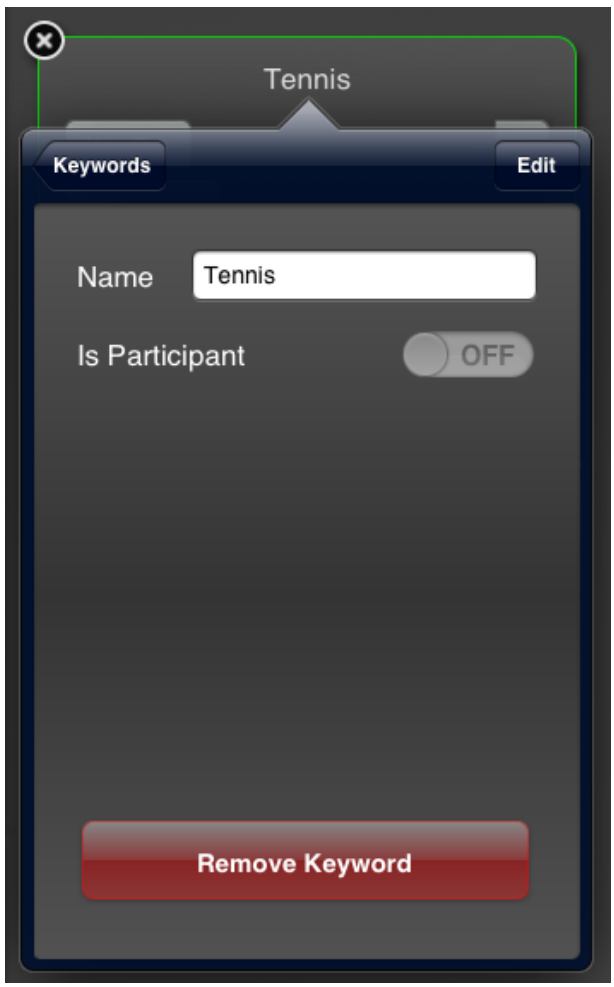
Note

If you haven't imported any log sheets or keyword grids yet, or if you or another user hasn't added any keywords yet, the Keyword List will be empty.

3. Do one of the following:
   - To add a new keyword as name, type the keyword in the **Search** field and tap the **+** button.

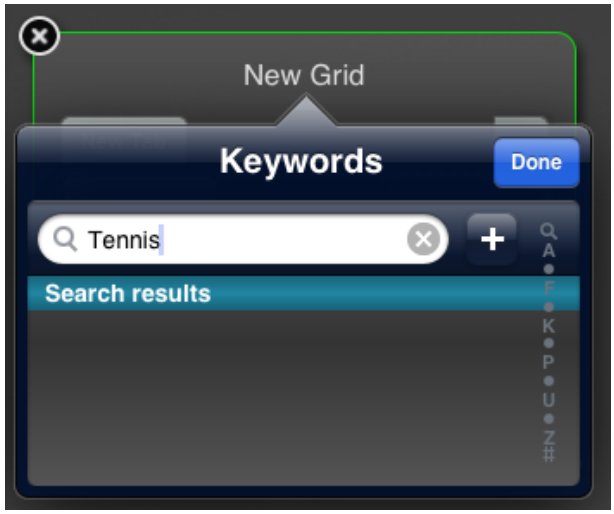


A window appears that allows you to edit the keyword name and indicate if the keyword is of the type Participant. See section "Managing Keywords" on page 39 for more information. Tap the **Keywords** button to return to the Keyword List.



The keyword will be added to the list.

- To choose an existing keyword as name, type the keyword in the **Search** field. The Keyword List will browse for the entered keyword. Select the keyword to add it as name.



4. Tap outside the popover to close it again.

   See section "Managing Keywords" on page 39 for more information about creating keywords.

Step 4: Adding Keyword Buttons

To add additional keyword buttons to a tab, tap the empty grid cells.

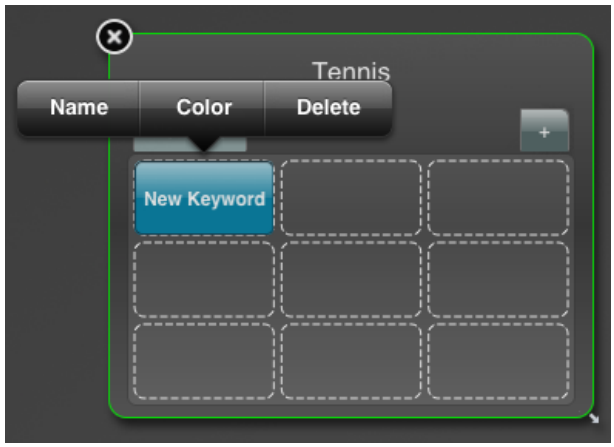
Step 5: Assigning Keywords

Once you have named a tab, you can assign a keyword to each button. You can choose an existing keyword, or you can create a new keyword and assign it.

To assign a keyword to a keyword button, proceed as follows:

1. In the appropriate tab of the new keyword grid, do one of the following:
   - Tap the desired keyword button.

     A popover appears. Go to step 2.

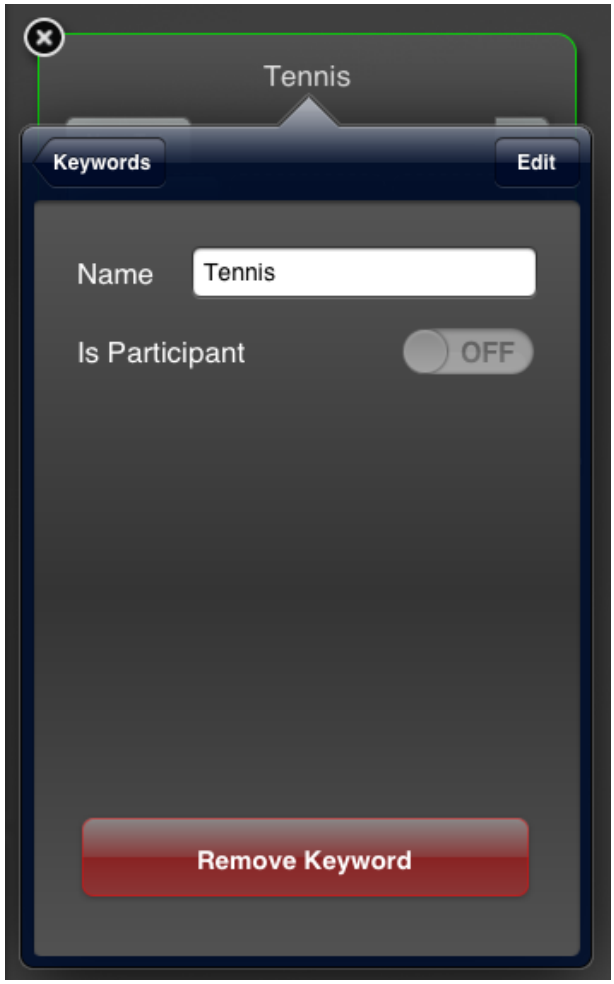
   - Double-tap the desired keyword button.

     The Keyword List appears. Go to step 3.
2. Tap **Name**.

The Keyword List appears.

3. Do one of the following:
   - To assign a new keyword, type the keyword in the **Search** field and tap the **+** button.

     A window appears that allows you to edit the keyword name and indicate if the keyword is of the type Participant. See section "Managing Keywords" on page 39 for more information. Tap the **Keywords** button to return to the Keyword List.

     The keyword will be added to the list.
   - To assign an existing keyword, type the keyword in the **Search** field. The Keyword List will browse for the entered keyword. Select the keyword to assign it.
4. Tap outside the popover to close it again.
5. Repeat steps 1 to 4 until you have assigned the desired number of keywords.

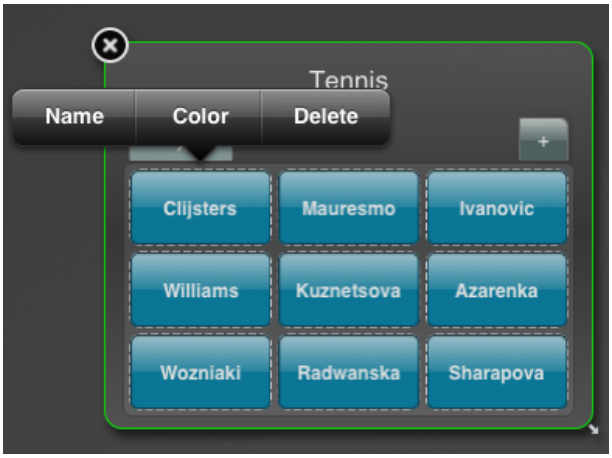
   See section "Managing Keywords" on page 39 for more information about creating keywords.

Step 6: Choosing a Color for Individual Keyword Buttons

To choose a color for an individual keyword button, proceed as follows:

1. In the appropriate tab of the new keyword grid, tap a keyword button.

   A popover appears.

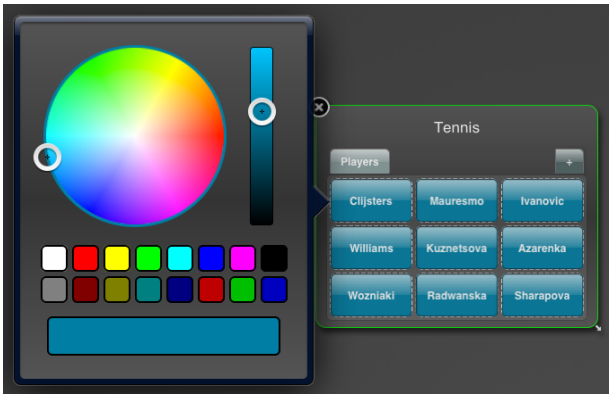


2. Tap **Color**.

   A color picker appears. Depending on your settings, either the simple or full color picker will appear. See section "Color" on page 3 for more information.

   The simple color picker only allows you to select one of the 16 predefined colors.

   The full color picker also allows you to pick a color from the color wheel. With the luminance slider to the right you can adjust the brightness. At the bottom you get a preview of the selected color. The font color of the keyword is adjusted automatically.



3. Select the desired color.

If you use the full color picker, first adjust the brightness, and then select the desired color.

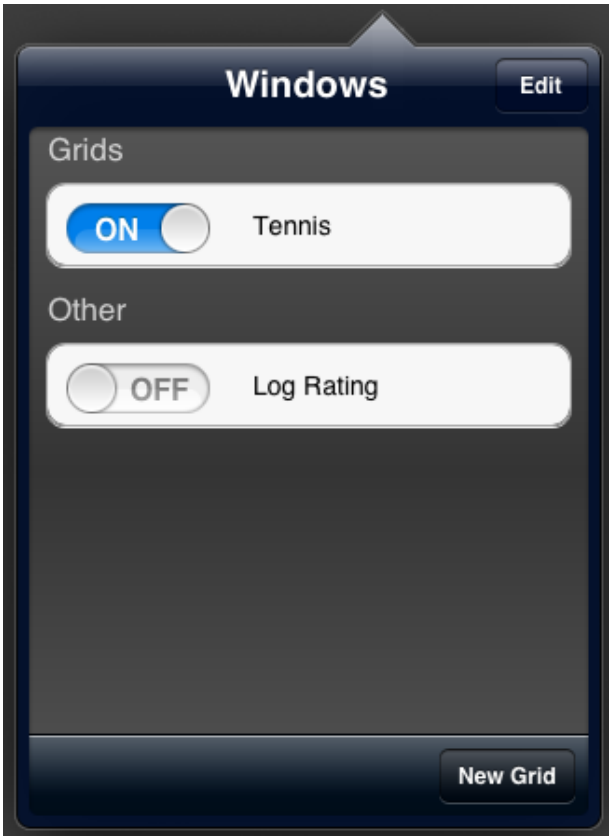
4. Tap outside the color picker to close it again.

5.2.3. Creating a Keyword Grid Based on an Imported Keyword Grid

To create a new keyword grid based on a keyword grid imported from IPDirector, proceed as follows:

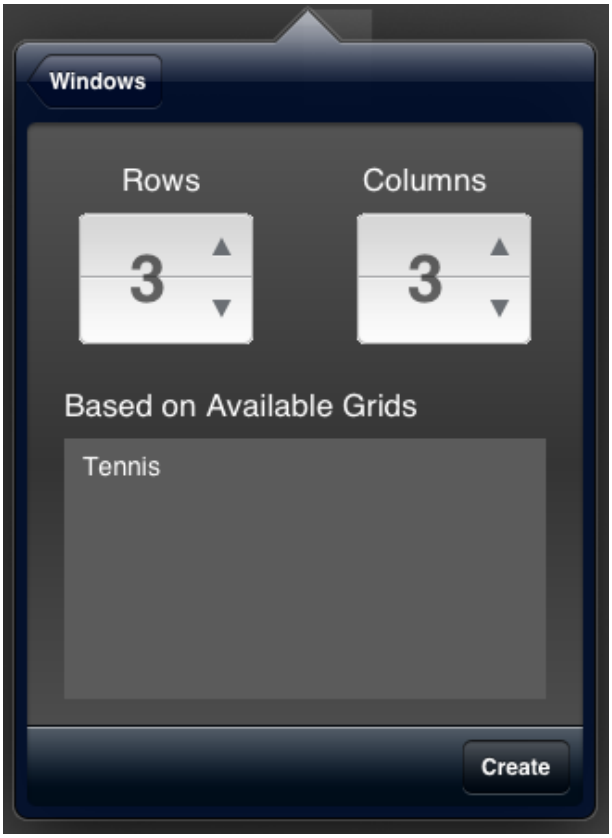
1. In the Title bar, tap ⚙ to unlock the layout of the main screen.
2. Pinch your fingers apart.

   A popover appears that allows you to create new keyword grids and also to hide and reveal panes and grids in the main screen. The Grids area displays the keyword grids that have already been created. The Other area displays the Log Rating pane.



3. Tap **New Grid**.

   A window appears that allows you to create a new, empty keyword grid or a new keyword grid based on a keyword grid imported from IPDirector. It also allows you to determine the dimensions of your new grid. By default, 3 rows and 3 columns are selected. The Based on Available Grids area displays the keyword grids that have been imported from IPDirector.



4. Select the keyword grid you want to base your new keyword grid on.
5. Tap **Create**.

   The keyword grid is added to the main screen. The tabs, keyword buttons and keywords are automatically added to the grid and the grid and tabs are named automatically. IPNotes applies the color defined in the imported keyword grid XML file to the various keyword buttons.
6. Resize and position the keyword grid. See section "Rearranging and Resizing Panes" on page 23.
7. If necessary, change the color assigned to the keyword buttons of one or more tabs.
8. In the Title bar, tap to lock the layout of the main screen again.

   You have created a keyword grid based on a keyword grid imported from IPDirector.

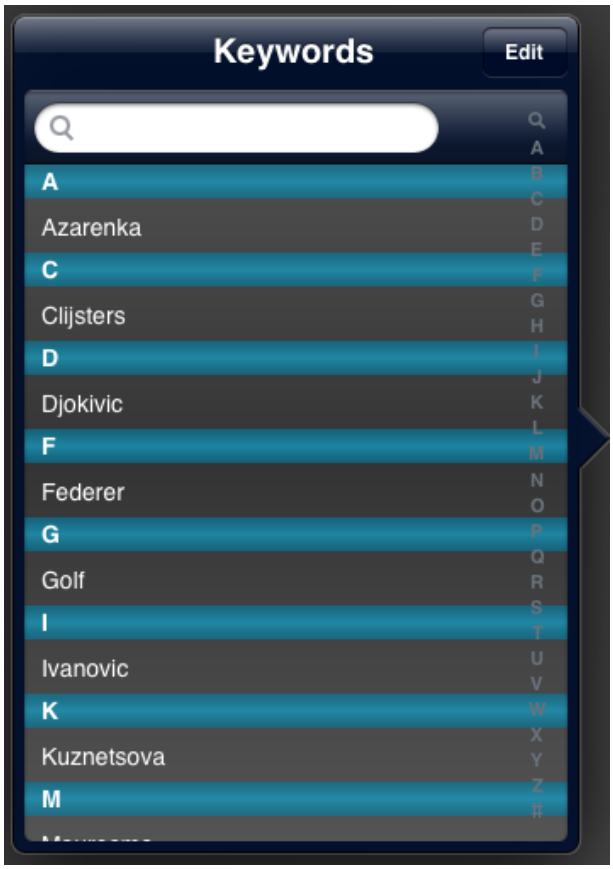
5.3. Managing Keywords

5.3.1. About The Keyword List

The IPNotes Keyword List is an alphabetically ordered list of keywords created by you and by other users. It also contains the keywords of the log sheets and keyword grids imported from IPDirector.

New keywords can be added and existing keywords can be edited and deleted. Certain keywords can be marked as being of the type Participant, i.e. the name of a person that participates in an even. For example, the name of a football player or trainer.

A **Search** field allows you to easily find back specific keywords.

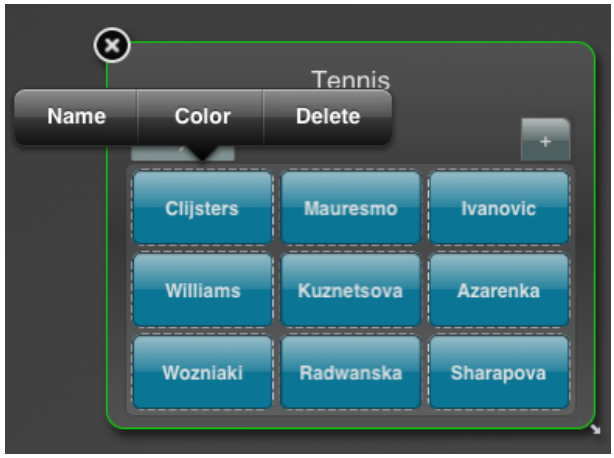


5.3.2. Opening the Keyword List

To open the Keyword List, proceed as follows:

1. In the Title bar, tap ⚙ to unlock the layout of the main screen.
2. Do one of the following:
   - Tap the grid name, a tab name or a keyword button.

     A popover appears. Go to step 3.



- Double-tap the grid name, a tab name or a keyword button.

  The Keyword List appears.

3. Tap **Name** to open the Keyword List.

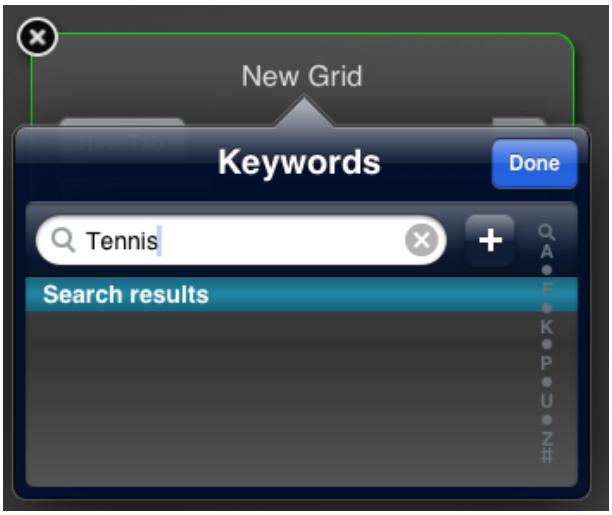
5.3.3. Managing the Keyword List

How to Add a Keyword to the Keyword List

To add a new keyword to the Keyword List, proceed as follows:

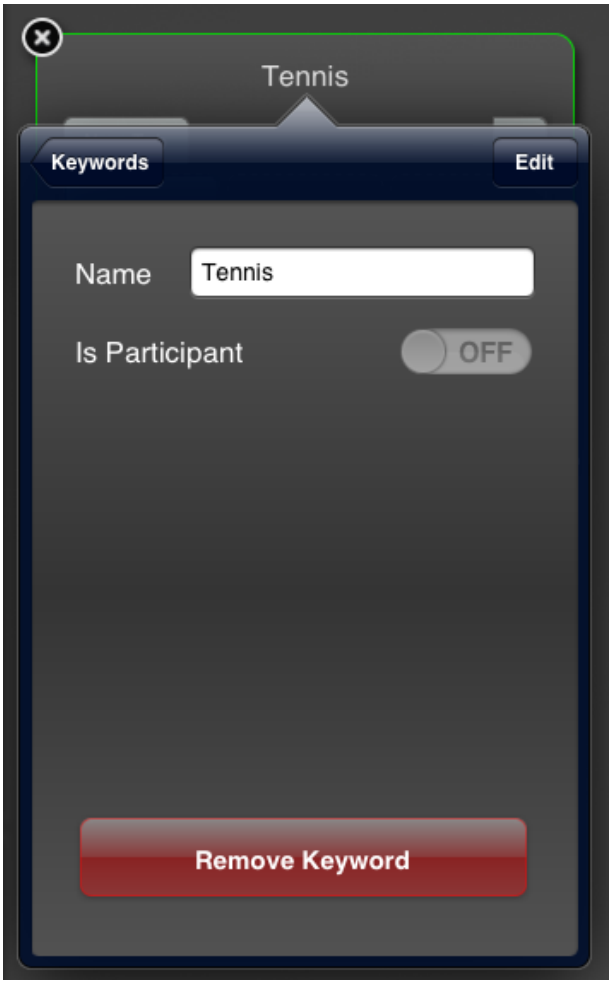
1. Open the Keyword List. See section "Opening the Keyword List" on page 39.
2. Type the new keyword in the **Search** field.

   The Keyword List browses for and suggests similar keywords.



3. Tap **+** to add the new keyword to the list. This button will only appear if the keyword has not been added yet to the Keyword List.

   A window appears that allows you to edit the name of the selected keyword and to mark or unmark the keyword as being of the type Participant. By default, a new keyword is not of the type Participant.



4. (Optional) Tap **Edit** .
5. (Optional) Tap the **Is Participant** switch to mark or unmark a keyword as being of the type Participant.
6. (Optional) Tap **Done**.
7. Tap **Keywords** to return to the Keyword List.

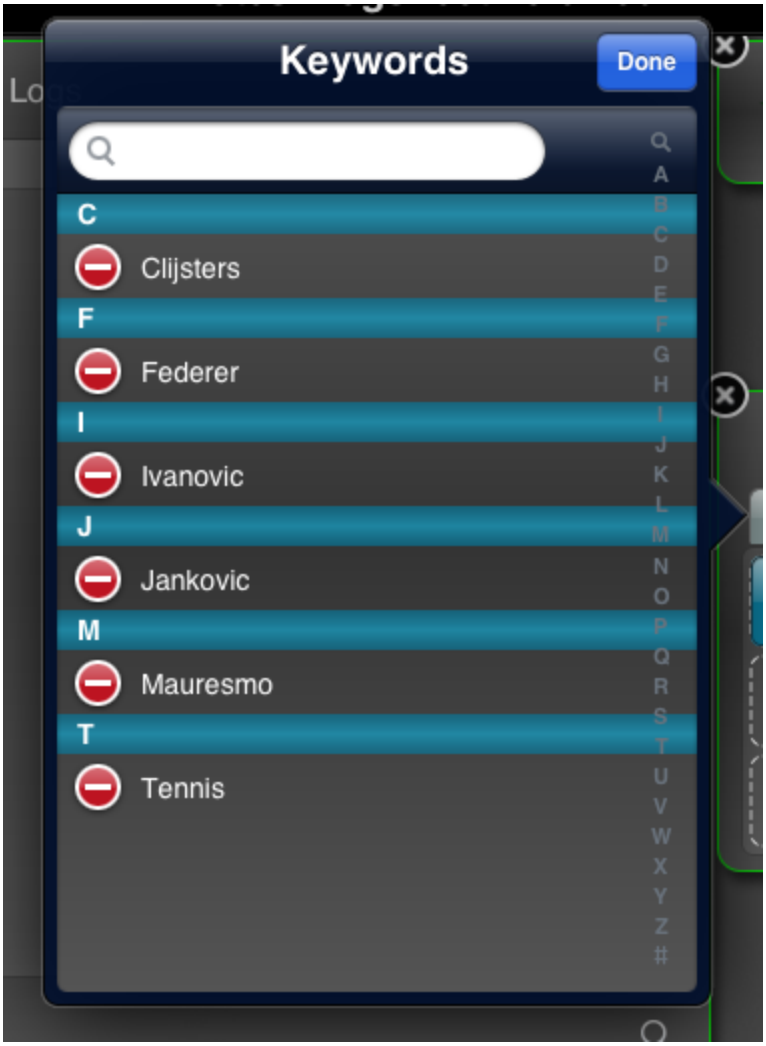
   The new keyword is added to the Keyword List.

How to Edit an Existing Keyword

To edit a keyword in the Keyword List, proceed as follows:

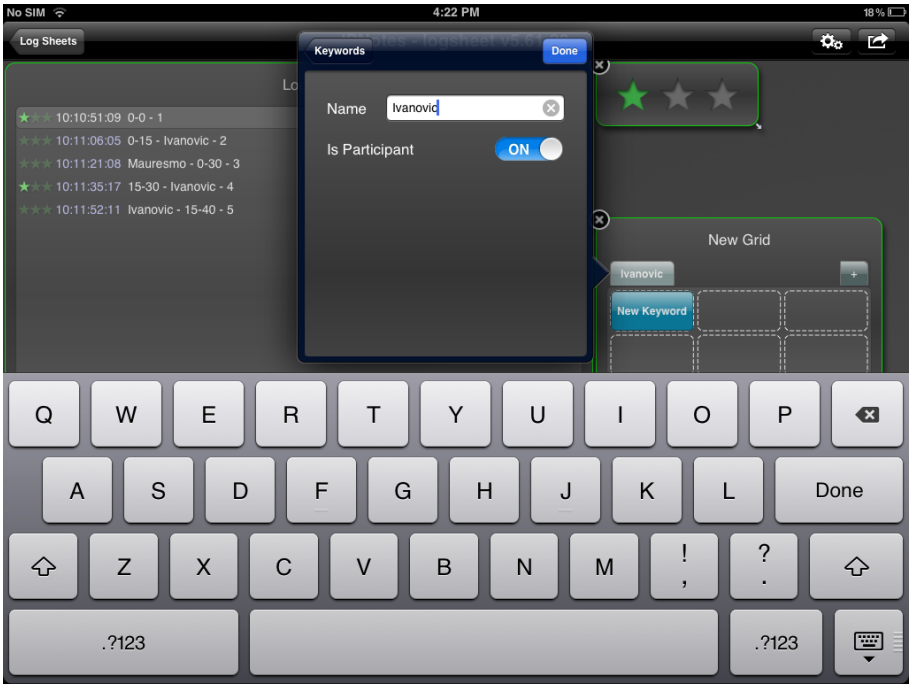
1. Open the Keyword List. See section "Opening the Keyword List" on page 39.
2. In the Keyword List, tap **Edit**.

   The Keyword List enters into Edit Mode.



3. Select the keyword you want to edit.

   A window and the onscreen keyboard appear that allows you to edit the name of the selected keyword and to mark or unmark the keyword as being of the type Participant.



4. Tap **Edit**.
5. In the **Name** field, edit the keyword.
6. (Optional) Tap the **Is Participant**switch to mark or unmark the keyword as being of the type Participant.
7. Tap **Done**.

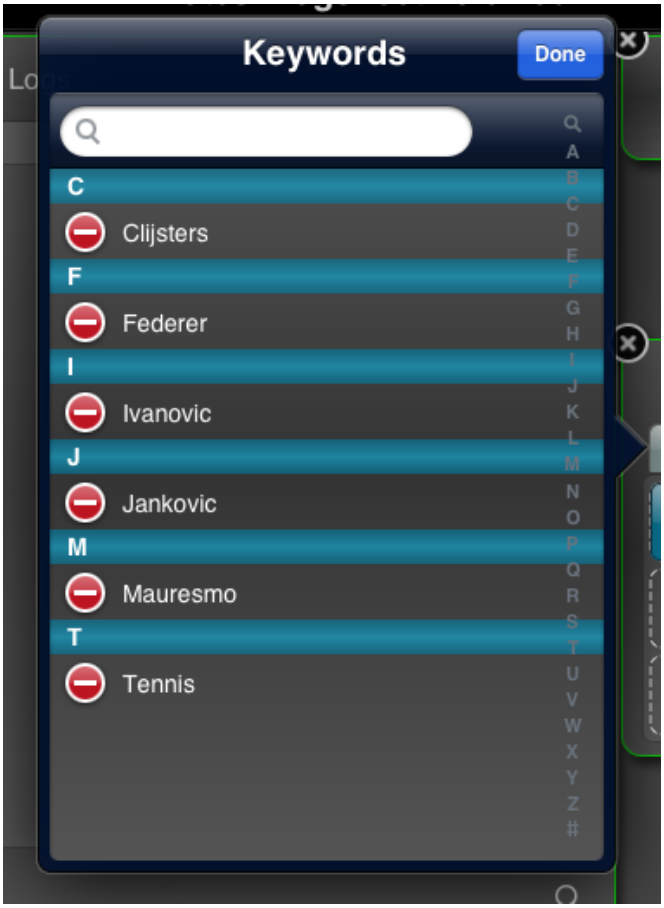
   The Keyword List is no longer in Edit Mode.

How to Delete an Existing Keyword

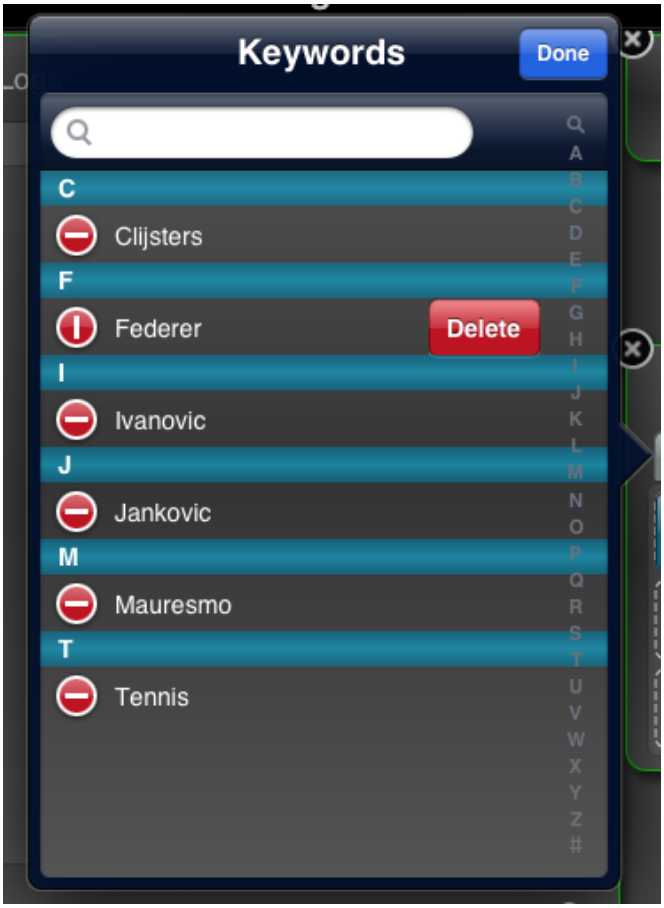
To delete an existing keyword, proceed as follows:

1. Open the Keyword List. See section "Opening the Keyword List" on page 39.
2. In the Keyword List, tap **Edit**.

   The Keyword List enters into Edit Mode.



3. Select the keyword you want to delete.
4. Tap the **Delete** button.



The keyword is removed from the Keyword List.

Note

If you delete a keyword that has already been added to the Logs pane, the keyword will be replaced by the text **-Deleted Keyword-**.

5.4. Editing Existing Keyword grids

IPNotes allows you to edit your existing keyword grids. You can choose another name for your grid, change its dimensions and choose another grid color. You can also add extra tabs and keyword buttons and delete those that are no longer relevant. Finally, you can choose another color for each keyword button and change its keyword.

5.4.1. Changing the Grid Name and Dimensions

How to Change the Name of a Grid

To change the name of a keyword grid, proceed as follows:

1. In the Title bar, tap ⚙ to unlock the layout of the main screen.
2. Do one of the following:
   - Tap the name of the keyword grid.

     A popover appears. Go to step 3.

   - Double-tap the name of the keyword grid.

     The Keyword List opens.
3. Tap **Name**.

   The Keyword List opens.
4. Do one of the following:
   - Search another keyword and select it.
   - Edit the existing keyword.
   - Create a new keyword.
5. Tap outside the Keyword List to close it again.

   The name of the grid has changed.

6. In the Title bar, tap to lock the layout of the main screen again.

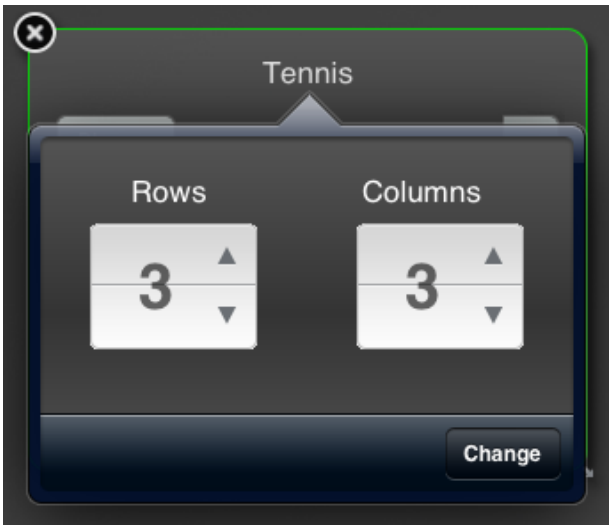
How to Change the Grid Dimensions

To add one or more rows and columns to an existing keyword grid, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Tap the title of the desired keyword grid.

   A popover appears.
3. Tap **Change Grid Size**.

   A popover appears that allows you to determine the number of grid rows and columns. By default, a grid with three rows and three columns is offered.



4. Select the desired number of rows and/or columns, and then tap **Change**.

   The dimensions of the grid are automatically adjusted.

   When you downsize the dimensions of a grid, IPNotes will automatically move the keyword buttons that would “drop off” to a new tab that will be placed between the original and the next tab. The tab will inherit the same name from the original with an index indication; -1, -2, … until all buttons fit. Grids are constructed from top to bottom and from left to right.

When you expand the dimensions of a grid, IPNotes will automatically add extra empty rows and columns.

5. In the Title bar, tap to lock the layout of the main screen again.

5.4.2. Editing the Tabs

How to Change the Name of a Tab

To change the name of a tab, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Do one of the following:
   - Tap the name of the desired tab.

     A popover appears. Go to step 3.

   - Double-tap the name of the desired tab.

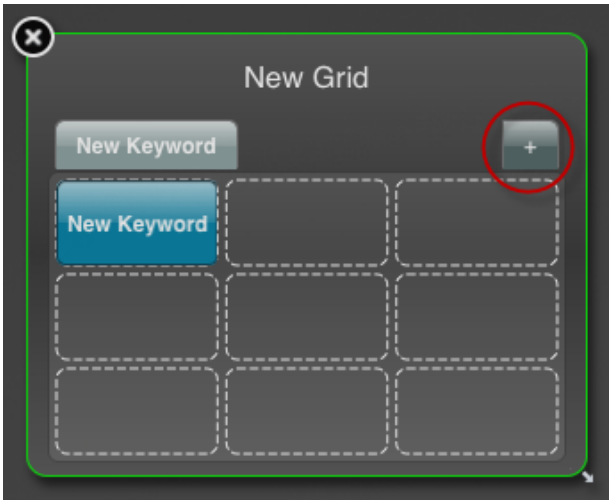
     The Keyword List opens.
3. Tap **Name**.

   The Keyword List opens.
4. Do one of the following:
   - Search another keyword and select it.
   - Edit the existing keyword.
   - Create a new keyword.
5. In the Title bar, tap to lock the layout of the main screen again.

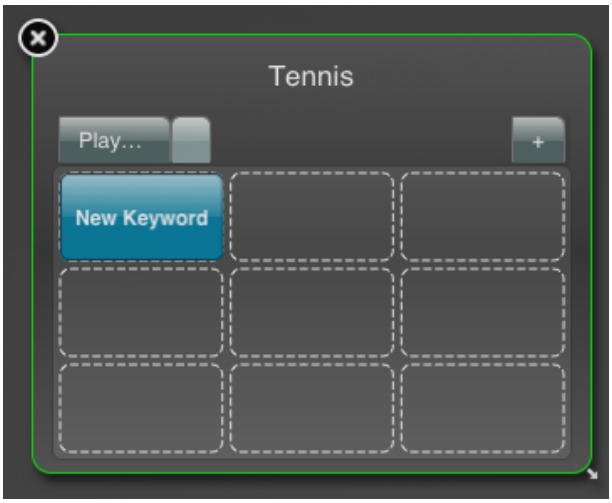
How to Add a Tab

To add an extra tab to a keyword grid, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Tap **+**.



An extra tab is added to the grid. IPNotes automatically adds a first, empty keyword button to the new tab.



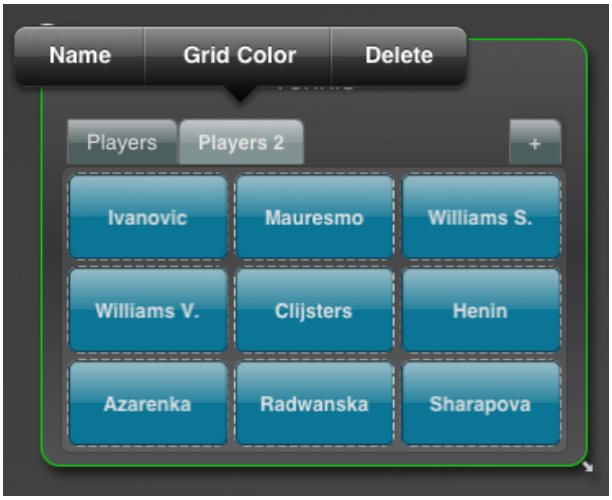
3. In the Title bar, tap to lock the layout of the main screen again.

How to Delete a Tab

To delete a tab, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Tap the name of the tab you want to delete.

   A popover appears.



3. Tap **Delete**. Note that if your grid only contains one tab, the **Delete** button will not be available.

   The tab is removed from the grid.

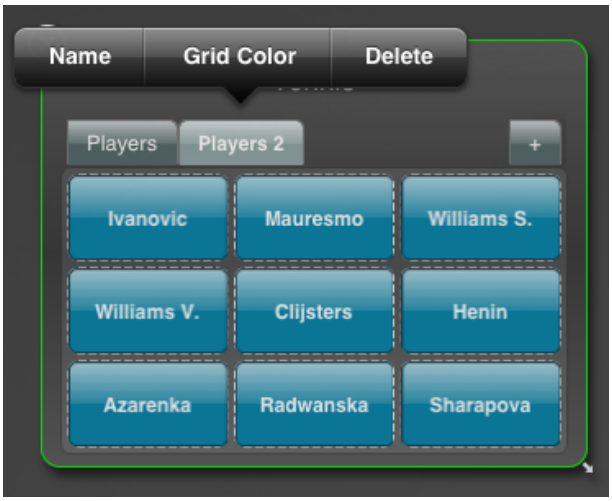
4. In the Title bar, tap to lock the layout of the main screen again.

How to Change the Color Gradient of a Grid

When you create a new keyword grid that is based on an existing keyword grid, see section 5.2.3, IPNotes assigns the color defined in the XML file to the keyword buttons of the grid. IPNotes not only allows you to change the color of each keyword button individually, it also allows you to change the color of your entire grid. To do this, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Tap the name of the tab whose color gradient you want to change.

   A popover appears.



3. Tap **Grid Color**.

   A color picker appears. Depending on your settings, either a simple or a full color picker will appear.

4. Select the desired color gradient.

Note that the tab temporarily takes on the color that you selected.

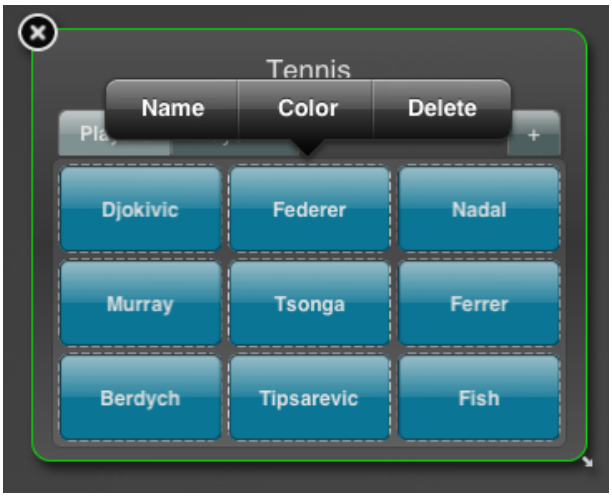
5. Tap outside the color picker to close it.
6. In the Title bar, tap to lock the layout of the main screen again.

5.4.3. Editing the Keyword Buttons

How to Delete a Keyword Button

1. In the Title bar, tap to unlock the layout of the main screen.
2. In the desired keyword grid, tap the keyword button you want to delete.

   A popover appears.



3. Tap **Delete**.

   The button is removed from the grid.

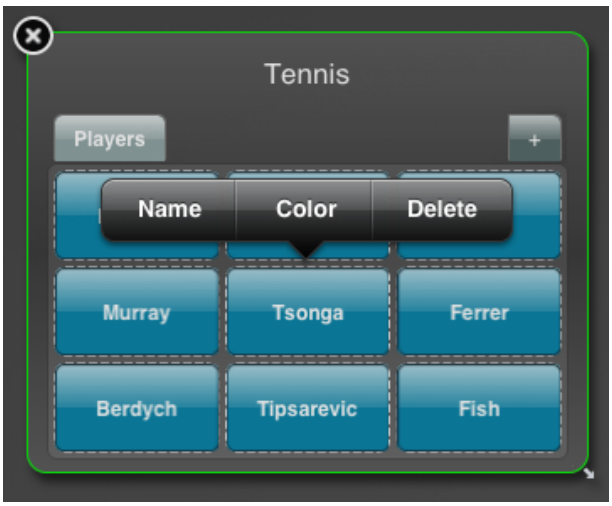
4. In the Title bar, tap to lock the layout of the main screen again.

How to Change the Color of a Keyword Button

To pick another color for a keyword button, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Tap the button whose color you want to change.

   A popover appears.

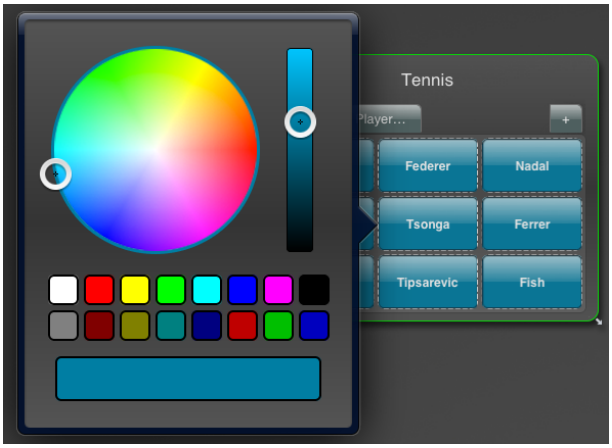


3. Tap **Color**.

   A color picker appears. Depending on your settings, either the simple or full color picker will appear.See section "Color" on page 3. The full color picker displays the current color of the selected button.

   The simple color picker only allows you to select one of the 16 predefined colors.

   The full color picker also allows you to pick a color from the color field. With the slider to the right you can adjust the brightness. At the bottom you get a preview of the selected color. The font color of the keyword is adjusted automatically.



4. Select the desired color.

   If you use the full color picker, first adjust the brightness, and then select the desired color.

5. Tap outside the color picker to close it.

   The button color has changed.

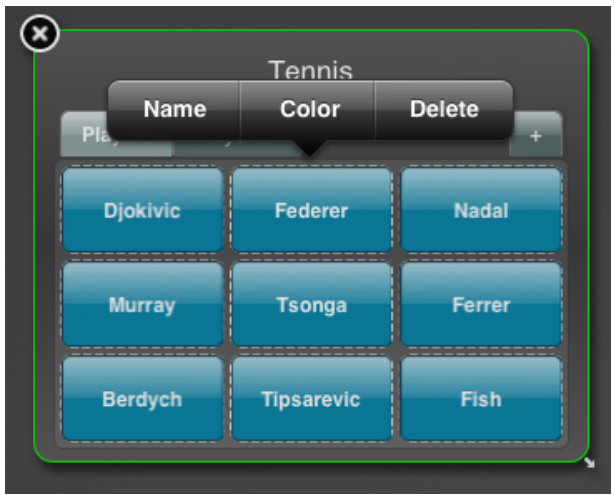
6. In the Title bar, tap to lock the layout of the main screen again.

How To Change the Keyword of a Button

To assign a different keyword to a keyword button, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Do one of the following:
   - Tap the desired keyword button.

     A popover appears. Go to step 3.

   - Double-tap the desired keyword button.

     The Keyword List opens. Go to step 4.

3. Tap **Name**.

   The Keyword List opens.

4. Do one of the following:

- Search another keyword and select it.
- Edit the existing keyword.
- Create a new keyword.

5. In the Title bar, tap to lock the layout of the main screen again.

How to Move Keyword Buttons

To move a button in a keyword grid, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Keep the keyword button pressed for 1 second.
3. Drag the button to another location and drop it at the desired spot.

   When dropped on another button, buttons will be swapped.
4. In the Title bar, tap to lock the layout of the main screen again.

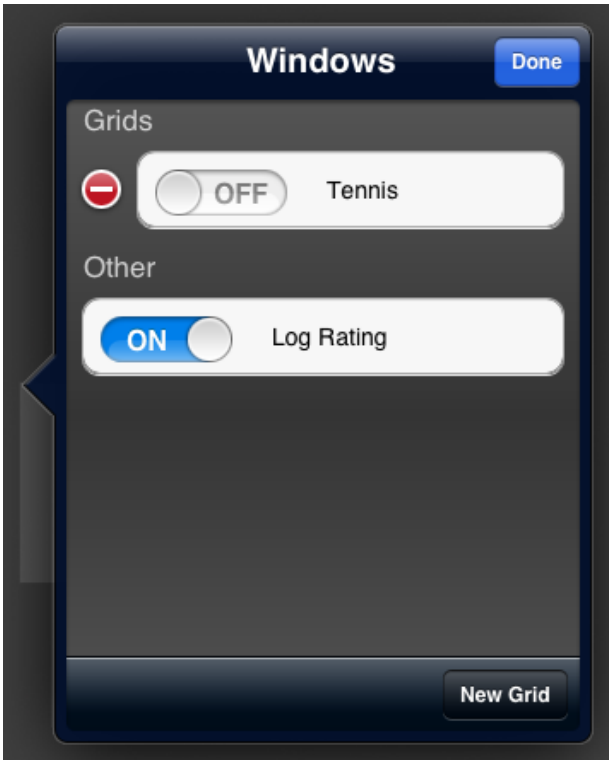
5.5. Deleting Keyword Grids

To delete a keyword grid, proceed as follows:

1. In the Title bar, tap to unlock the layout of the main screen.
2. Pinch your fingers apart.

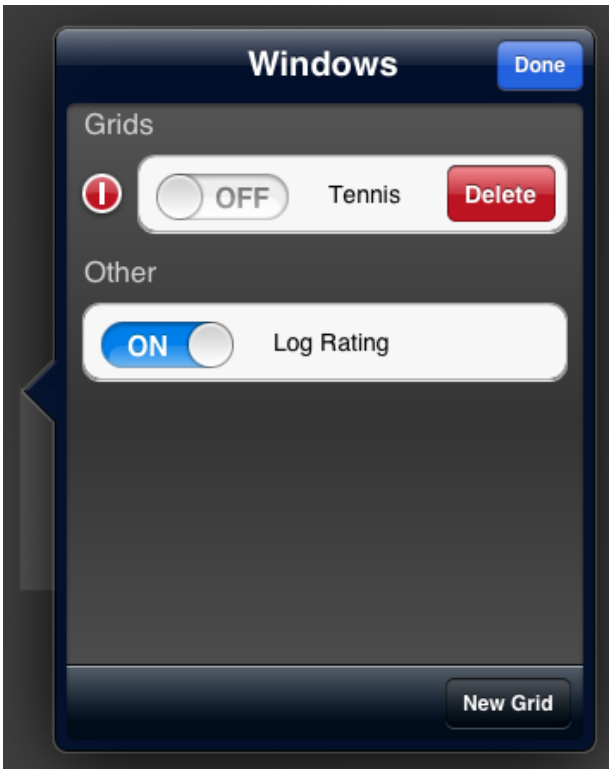
   A popover appears that displays the name of the keyword grids that you have created and the Log Rating pane.
3. Tap **Edit**.

   A button appears next to the grids you can delete.



4. Tap ⊖ next to the grid you want to delete.

   A **Delete** button appears.



5. Tap **Delete**.

   The keyword grid is deleted from the main screen.

Note
The Log Rating pane cannot be deleted.

6. Making and Reviewing Logs

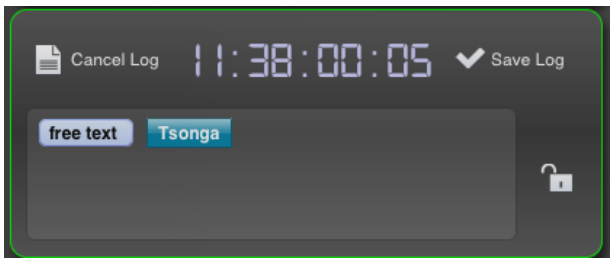
6.1. About Logs

6.1.1. Public vs. Private

A log can be created as “Public” or “Private”. Public logs can be read by everyone, private logs can only be read by the creator. By default, logs are public. In the Log Creation pane, a button is provided to make a log public or private.

6.1.2. Free Text vs. Keywords

You can type your logs freely in the **New Log** field using the onscreen keyboard, but you can also insert keywords by clicking the corresponding buttons in the keyword grids. To make a distinction between the two, free text entries get a light blue background, whereas keywords take on the color of the corresponding keyword button.



You can enter only one free text entry. You can combine it with maximally 10 keywords. If you try to insert more than 10 keywords, an warning will appear.

6.2. About Time Codes

6.2.1. Types of Time Codes

In Stand Alone Mode, the **Time Code** field in the Log Creation pane can either display the ‘Time of Day’ time code, or a custom time code. The custom time code can be either a time code that you entered manually, or it can be a time code that originates from an external time code source (VTR, camera, OB van, time code generator, etc.).

Depending on your settings, the **Time Code** field can also either display the PAL time code (00:00:00:00) or the NTSC time code (00:00:00;00). See section "Set the Video Mode" on page 3.

6.2.2. Synchronizing with an External Time Code Source

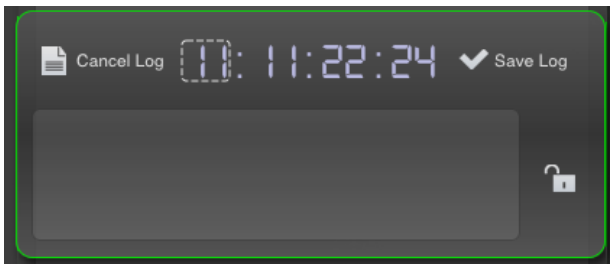
You can synchronize the time code of your iPad with the time code of an external time code source using a time code cable. The time code that is displayed in the **Time Code** field will briefly change color until the syncing has been completed.

Warning

Make sure you have unplugged the Dock Connector to USB cable, otherwise the synching won't succeed.

6.2.3. Entering a Custom Time Code

You can enter a custom time code by double-tapping the hours, minutes, seconds or frames in the **Time Code** field. The time code freezes and a box appears around the digit pair you tapped on. Change the values by using the onscreen keyboard.



You can enter a custom time code before you start making logs. The time code in the **Time Code** field will then start running from the time code that you entered.

You can also enter a custom time code for a log. This will only change the time code associated to the log and have no impact on the running time code.

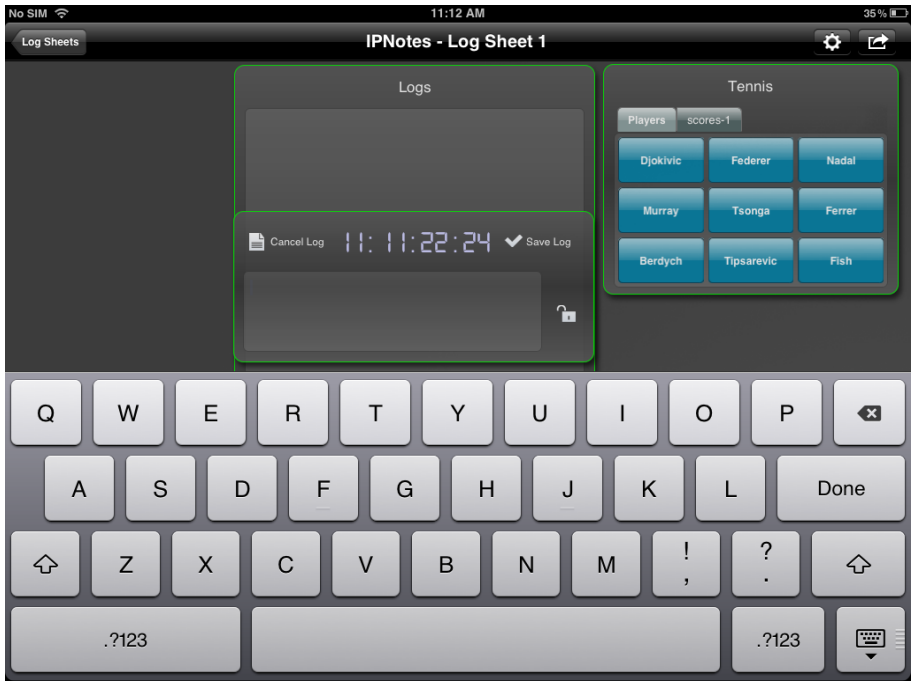
6.3. Entering Logs

6.3.1. How to Make Logs in Stand Alone Mode

To make logs in Stand Alone Mode, proceed as follows:

1. As soon as you see something for which you want to create a log, do one of the following:
   - Tap the **Add Log** button or tap in the **New Log** field to enter free text.

     The onscreen keyboard appears and the time code freezes.

     Use the onscreen keyboard to enter the free text.

Note
You can only enter one free text entry per log.

   - Tap a keyword button to enter a keyword. Note that you can use each keyword only once in a log!

     The keyword appears in the **New Log** field and the time code freezes.

Tip
To remove a keyword you've just entered in the **New Log** field, tap the keyword button again. To remove a free text entry, tap it and click ⌫.

2. If necessary, double-tap the **Time Code** field and enter a custom time code.

3. Tap the **Public/Private** button once to make the log private, tap it again to make it public again.
4. Assign a log rating to the log.
5. Tap **Save Log** to save the log. Tap **Cancel Log** to cancel it.

The log is displayed in the Logs pane with its log rating, associated time code.The log rating has the same color as the color marker linked to its user.

6.3.2. Assign a Log Rating

Select a log in the Logs pane and select an interest level in the Log Rating pane. The selected interest level appears next to the log in the Logs pane. By default, each new log has No Rating as interest level. The log rating has the same color as the color marker linked to its user.

6.4. Reviewing Logs

6.4.1. How to Edit Logs

To edit a log, proceed as follows:

1. In the Logs pane, select the log you want to edit.

   The selected log appears in the **New Log** field.
2. Tap the log text to select it.

   The onscreen keyboard appears.
3. Tap ⌫ to delete the log and enter a new one.
4. Tap **Save Log** to save the new log.

   The new log is displayed in the Logs pane.

6.4.2. How to Delete Logs

To delete a log, proceed as follows:

1. In the Logs pane, select the log you want to delete.

   A **Delete** button appears at the bottom left corner of the Logs pane.

2. Tap the **Delete** button.

   A pop-up appears asking you to confirm your action.

3. Tap **Yes** to continue.

   The log is removed from the Logs pane.

6.4.3. Filtering Logs

About Filtering Logs

By default, the Logs pane only displays the logs you made with a particular user.

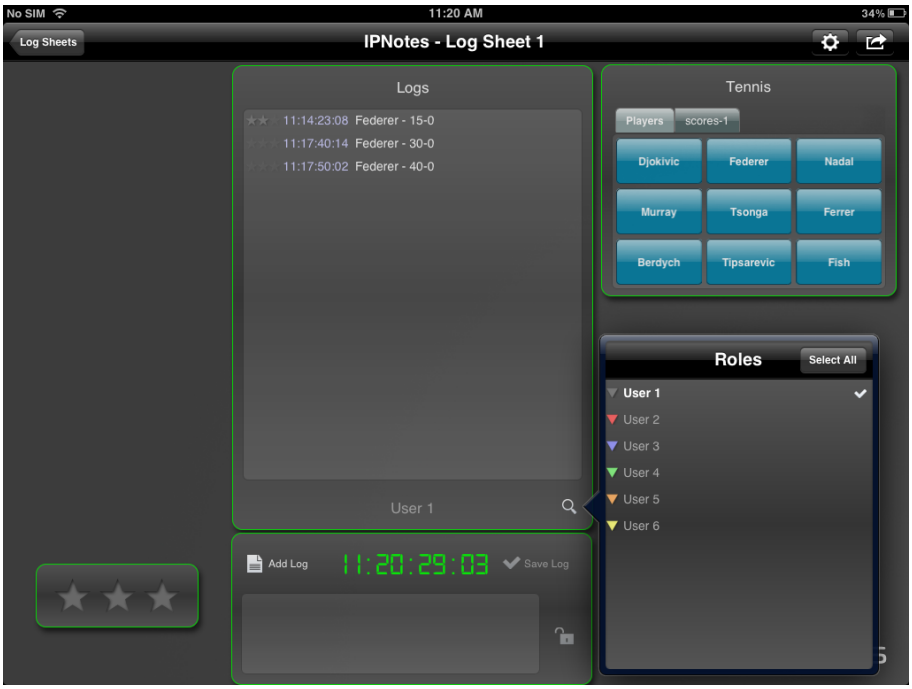
In Stand Alone Mode, the Filter function allows you to also display the logs you made with other users.

How to Filter Logs

To filter the logs that are displayed in the Logs pane, proceed as follows:

1. In the Logs pane tap the **Filter** button.

A popover appears that allows you to filter the logs by user. By default, the user you are logged in with is selected. The other users are deselected.



2. Do one of the following:
   - Tap **Select All** if you want to select or deselect all users. Note that you cannot deselect the user with which you are logged in.
   - Select or deselect the desired users one by one.
3. Tap outside the popover to close it.

   The logs made with the users you selected are displayed in the Logs pane. The logs made by the users you deselected have disappeared.

Note
The logs that you made with another role and indicated as private will not be displayed in the Logs pane.

6.5. Exporting Log Sheets

6.5.1. Prerequisites

To be able to send a log sheet by e-mail, make sure:

- you have set up an email account on your iPad
- you have turned on Wi Fi on your iPad
- you have joined a Wi Fi network.

Otherwise, an error message will appear.

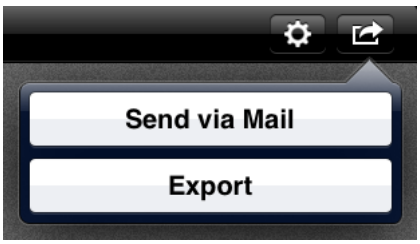
For more information, see the user manual of your iPad.

6.5.2. How to Export a Log Sheet

To mail a log sheet or open it in a PDF reading app on your iPad, proceed as follows:

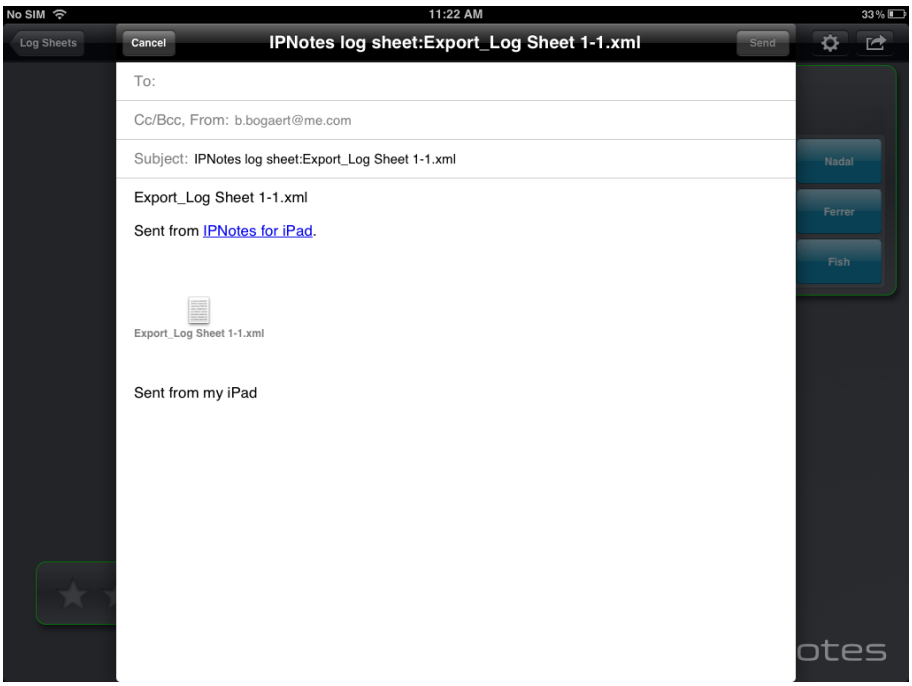
1. In the Title bar, tap .

   A popover with two action buttons appears.



2. Tap:

- **Send via Mail**, if you want to mail your log sheet.



- **Export**, if you want to open your log sheet in a file-handling app on your iPad.

Instant Tapeless Technology

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